

Robeson Technical Institute 1979-81

~~Page 65~~
Cosmetology - Communications Skill

Cosmetology 86

Page 149-150

~~Requirement for all~~
especially Nurse visitors
~~Page 86~~ & ~~Page 149~~ can use but
not fit for ~~the~~ ~~class~~

Blueprint reading for Sec. course must
be changed -

6 weeks can be offered for 1
May want to take a look at
Nurses Assistance -

Does not fit with ~~the~~ ~~class~~
not change

Air Conditioning ^{Name} Little Change

G-030 Teachers Associate

EDU - Method of Techniques

Robeson Technical Institute 1979-81

General Catalog
1979-1980 1980-1981

Drawer A, Highway 301 North, Lumberton, N.C. 28358
Phone (919) 738-7101

Robeson Technical Institute is a member institution of the North Carolina Department of Community Colleges—a fully accredited member of the Southern Association of Colleges and Schools—and is accredited by the North Carolina State Board of Education.

"ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY ROBESON TECHNICAL INSTITUTE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, OR NATIONAL ORIGIN."

VOLUME 8

• FEBRUARY 1979 •



General Policies

Privacy Rights Act of Parents and Students Public Law 93-380

Robeson Technical Institute adheres to the guidelines developed by the Department of Health, Education and Welfare regarding the Privacy Rights of Parents and Students.

The institute provides students and parents of dependent students access to official records directly related to them and limits dissemination of personally identifiable information without the student's consent. Students enrolled at Robeson Technical Institute may review guidelines and procedures regarding Public Law 93-380 in the Student Handbook, in the office of Admissions, and/or office of Records and Registration.

Nondiscrimination Policy

Robeson Technical Institute's Board of Trustees and Staff recognize the importance of equal opportunity in all phases of the institute's operations and has officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, handicap, national origin or other non-relevant factors. This policy applies to both students and employees at all levels of the school's operations.

General

Robeson Technical Institute publishes this catalog in order to provide students and others with information about the institute and its programs. The provisions of the catalog are not to be regarded as an irrevocable contract between student and RTI. The institute reserves the right to change any provisions, requirements or schedules at any time or to add or withdraw courses or program offerings.

Every effort will be made to minimize the inconvenience such changes might create for students.

The Student Handbook is also an official publication of the institution. Policies, procedures, and regulations may occasionally vary between the two documents. If this does occur, information in the Student Handbook will supercede information in the Catalog, for the Student Handbook is generally a more current publication than the Catalog.

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1979-80 Calendar

Day Curriculum

Fall Quarter

August 28	Senior Orientation & Registration
August 29	Freshman Orientation & Registration
August 30	Freshman Orientation & Registration
August 31	Computer Workday
September 3	Labor Day
September 4	Classes Begin
November 19	Classes End
November 20	Instructors' Workday

Winter Quarter

November 20	Registration
November 21	Computer Workday
November 22-23	Thanksgiving Holidays
November 26	Registration
November 27	Computer Workday
November 28	Classes Begin
Dec. 19 - Jan. 1	Christmas Holidays
January 2	Classes Resume
February 26	Classes End
February 27	Instructors' Workday

Spring Quarter

February 27	Registration
February 28	Registration
February 29	Computer Workday
March 3	Classes Begin
April 4-7	Easter Holidays
May 20	Classes End
May 21	Instructors' Workday

Summer Quarter

May 22	Registration
May 23	Computer Workday
May 26	Classes Begin
July 4	Holiday
August 4	Classes End
August 5	Instructors' Workday
August 7	Commencement
August 11-22	Instructors' Vacation

Fall, Winter, Spring Quarters: 55 days - 50-minute sessions

Summer Quarter: 50 days - 55-minute sessions

1980-81 Calendar

Day Curriculum

Fall Quarter

August 26	Senior Orientation & Registration
August 27	Freshman Orientation & Registration
August 28	Freshman Orientation & Registration
August 29	Computer Workday
September 1	Labor Day
September 2	Classes Begin ✓
November 17	Classes End ✓
November 18	Instructors' Workday

Winter Quarter

November 18	Registration
November 19	Registration
November 20	Computer Workday
November 21	Classes Begin ✓
November 27-28	Thanksgiving Holidays
Dec. 22 - Jan. 2	Christmas Holidays
January 5	Classes Resume
February 23	Classes End
February 24	Instructors' Workday ✓

Spring Quarter

February 24	Registration
February 25	Registration
February 26	Computer Workday
February 27	Classes Begin ✓
April 17-20	Easter Holidays
May 18	Classes End ✓
May 19	Instructors' Workday

Summer Quarter

May 20	Registration
May 21	Computer Workday
May 22	Classes Begin ✓
July 3	Holiday
July 31	Classes End
August 3	Instructors' Workday
August 6	Commencement ✓
August 10-21	Instructors' Vacation

Fall, Winter, Spring Quarters: 55 days - 50-minute sessions
Summer Quarter: 50 days - 55-minute sessions

1979-80 Calendar

Evening Curriculum

Fall Quarter

August 28	New Student Orientation
August 29-30	Registration
August 31	Computer Workday
September 3	Labor Day
September 4-5	Classes Begin
November 15-19	Classes End
November 20	Grade Rosters Due in Student Services

Winter Quarter

November 20	Registration & New Student Orientation
November 21	Computer Workday
November 22-23	Thanksgiving Holidays
November 26	Registration
November 27	Computer Workday
November 28-29	Classes Begin
Dec. 19-Jan. 1	Christmas Holidays
January 2-3	Classes Resume
January 11	Friday Classes - T/Th
February 21-25	Classes End
February 26	Grade Rosters Due in Student Services

Spring Quarter

February 26	New Student Orientation
February 27-28	Registration
February 29	Computer Workday
March 3-4	Classes Begin
April 4-7	Easter Holidays
May 15-19	Classes End
May 20	Grade Rosters Due in Student Services

Summer Quarter

May 20	New Student Orientation
May 22	Registration
May 23	Computer Workday
May 26-27	Classes Begin
June 10	Tuesday Classes - M/W
June 18	Wednesday Classes - T/Th
June 24	Tuesday Classes - M/W
July 2	Wednesday Classes - T/Th
July 4	Holiday
July 30-31	Classes End
August 4	Grade Rosters Due in Student Services
August 7	Commencement

1980-81 Calendar

Evening Curriculum

Fall Quarter

August 26	New Student Orientation
August 27-28	Registration
August 29	Computer Workday
September 1	Labor Day
September 2-3	Classes Begin
October 3	Friday Classes - M/W
November 12-13	Classes End
November 17	Grade Rosters Due in Student Services ✓

Winter Quarter

November 17	New Student Orientation
November 18-19	Registration
November 20	Computer Workday
November 24-25	Classes Begin ✓
November 27-28	Thanksgiving Holidays
Dec. 22 - Jan. 2	Christmas Holidays
January 5	Classes Resume
January 9	Friday Classes - T/Th
February 18-19	Classes End
February 23	Grade Rosters Due in Student Services ✓

June
✓
✓

Spring Quarter

February 23	New Student Orientation
February 24-25	Registration
February 26	Computer Workday
March 2-3	Classes Begin
April 3	Friday Classes - M/W
April 17-20	Easter Holidays
May 13-14	Classes End
May 17	Grade Rosters Due in Student Services

Test July 8-9
July 3
June 30

Summer Quarter

May 18	New Student Orientation
May 20	Registration
May 21	Computer Workday
May 25-26	Classes Begin
June 3	Wednesday Classes - T/Th
June 9	Tuesday Classes - M/W
June 17	Wednesday Classes - T/Th
June 23	Tuesday Classes - M/W
July 3	Holiday
July 29-30	Classes End
August 3	Grade Rosters Due in Student Services
August 6	Commencement

Officers of Administration

BOARD OF TRUSTEES

I.J. Williams	Chairman
John L. Carter	Vice Chairman
R. Craig Allen.	Secretary

APPOINTED BY COMMISSIONERS

OF ROBESON COUNTY	EXPIRATION OF TERM
Vernon Floyd	June 30, 1983
Gurney S. Kinlaw	June 30, 1981
B.C. McBee	June 30, 1979
Herman Dial	June 30, 1985

APPOINTED BY ROBESON COUNTY

BOARD OF EDUCATION

John L. Carter	June 30, 1981
A.D. Lewis, Jr.	June 30, 1979
Guy P. McCormick	June 30, 1985
I.J. Williams	June 30, 1983

APPOINTED BY GOVERNOR

OF NORTH CAROLINA

Gene Ballard	June 30, 1979
Milton Ray Hunt	June 30, 1983
Glenn A. Maynor	June 30, 1981
John M. Brooks	June 30, 1985

GENERAL ADMINISTRATIVE STAFF

Robert Craig Allen	President
Lola B. Bracey	Secretary
Max H. Lippard	Administrative Assistant
Marie Folmar	Secretary
Marie Malloy	Public Relations Officer

BUSINESS SERVICES STAFF

Russell E. Hellekson	Vice President, Business Services
Carol Powers	Secretary
Rosa W. Cooper	Accountant
Lynn R. Parker	Assistant Accountant
Robert Hill.	Coordinator of Equipment and Evening Programs
Everett "Chip" Bass.	Bookstore Manager
Jackie A. Lovette	Receptionist
Donna Gay Powers	Evening Receptionist
Nancy M. Hardin.	Accounts Receivable Clerk

STUDENT SERVICES STAFF

R. Frank Leggett, Jr.	Vice President, Student Services
Ruth Williams	Secretary
Judith A. Jones	Director of Admissions
Ann McLean	Secretary
Eddie M. Locklear	Director of Veteran Affairs & Placement
Linda Leach	Secretary
Brenda Scott	Counselor
Jane L. Hammonds	Secretary
James W. Williams	Counselor
Robert J. Lewis, Jr.	Director of Financial Aid
Mary P. Hughes	Registrar
Anna Maynor	Records Officer
Nelda Jones	Secretary
Mary Frances Burns	Secretary

EDUCATIONAL SERVICES STAFF

Frederick G. Williams	Vice President, Educational Services
Nell Reising	Secretary
J.W. Lawson	Dean, Degree and Diploma Programs
Georgia Langley	Secretary
Hubert F. Bullard, Jr.	Director, Occupational Education
Nancy Oakes	Secretary
T. Eugene Mercer	Director, Basic Education
Catherine Reynolds	Secretary
Rudy Locklear	HRD Coordinator
Florence McCollum	CETA Program Coordinator
Jeannie Johnson	Director, Enrichment Education
Ethel G. Locklear	Secretary
Harold B. Thompson	Director, Evening Degree and Diploma Programs
Nancy Blue	Secretary
Sarah C. Brown	Secretary
Judy Conner	Secretary
Carolyn Britt	Secretary

LIBRARY STAFF

Alice L. Wilkins	Director, Library
Nancy Chen	Librarian
Margaret A. Lowry	Library Assistant
Sammy R. Layell	Audio-Visual Specialist

LEARNING LABORATORY

Joe Blackmon	Director, Learning Laboratory
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FACULTY

John C. Atkinson	Business Education
James H. Bass, Sr.	Machinist
Betty M. Biggs	Cosmetology
Betty Joan Bissell	English
Hubert Bodiford	Small Gasoline Engines
Sarah M. Britt	Business Education
Collie Brown	Masonry ✓
William S. Brown	Mathematics and Science
Henry Bruce	Sewing Machine Maintenance
J. Lewis Bryan	Machinist
William M. Bryan, Jr.	Welding
Crafton Chavis	Mathematics ✓
Charles Clapper	Air Conditioning and Refrigeration
Melford Clark	Automotive Body Repair
William E. Coleman	Electrical Installation
James L. DeCoursey	Police Science
John D. Downs	Business Education
Edythe B. Hill	Practical Nursing
Evelyn Hunt	Cosmetology
Helen K. Ivey	Business Education
Maureen E. Jones	Preparatory Trade
David Lambert	Accounting ✓
Kay Lambert	Nursing Assistant ✓
Julius Lowry	Welding
Vincent Luente	Electrical Installation
Lynda MacLeod	Developmental Studies
Silas M. McColl	Automotive Mechanics
Pauline H. McNair	Developmental Studies
William McNeill	Reading Specialist
Eugene Madison	Electrical Installation
Katherine Martin	Tutor Coordinator
William S. Morris	Radio, TV, Electronic Servicing
Elizabeth T. Nye	Practical Nursing
Kenneth W. Pauli	English
George G. Pope	Automotive Mechanics
Ann M. Revels	Business Education
Frances L. Scott	Developmental Studies and Preparatory Trade
Beth H. Sigmon	Psychology
Georgia Simpson	Business Education
Ellen Warwick	Business Education
Curtis K. Watson, Jr.	Police Science
Elaine Whitfield	English
Charles Wright	Carpentry

ADULT BASIC EDUCATION STAFF

Cora Brewington	Recruiter
Jimmy Caulder	Volunteer Coordinator
Thelma C. Coleman	Master Instructor
Veronica Ford	Recruiter
Barbara Stephens	Secretary to ABE

MAINTENANCE AND CUSTODIAL STAFF

Stacy Bullock	Custodian
George F. Currie	Custodian
Virgie Currie	Custodian
Boyd Humphrey	Supervisor, Custodian
Howard Humphrey	Custodian
Richard Humphrey	Custodian
Roy Humphrey	Custodian
Thomas R. Jacobs	Groundskeeper
Alton Locklear	Custodian
David R. Lowery	Groundskeeper
Prentis Lowery	Security Guard
Jasper McAllister	Custodian
Willie McDougald	Custodian
Houston McMillan	Custodian
Nettie Page	Custodian
Alma S. Robinson	Custodian

General Information



The School

HISTORY

Robeson Technical Institute was established in 1965 at the Barker Ten-Mile Elementary School as an extension unit of Fayetteville Technical Institute. Two years later it became an independent institute, operating through a contractual arrangement with the Robeson County Board of Education. A local Board of Trustees was appointed, four by the Robeson County Board of Education and four by the Robeson County Commissioners.

On July 1, 1971, the school's legal status changed to a chartered institution. The number of trustees increased to twelve, with the additional four appointed by the governor.

In succeeding years the expansion of full-time and part-time programs required additions to the campus facilities and required the use of centers scattered over the county.

In 1973, RTI opened a new campus north of Lumberton at the intersection of Highways 301 and I-95. The site contains 78 acres of land, enough for needed expansion, and almost 80,000 square feet of attractive, modern buildings. Total investment for the new facilities and equipment approximates over two million dollars. Funds were secured from the Economic Development Administration, Coastal Plains Regional Commission, State Board of Education, and Robeson County.

The institute has 23 degree and diploma programs on the post-secondary level and over 200 different courses in the Adult Continuing Education program. Building construction is the next step in order to meet the demands of enrollment growth and in order to offer more programs.

Robeson Tech is under the administration of the State Board of Education, Department of Community Colleges, and is supported by public funds from local, state and federal sources.

PHILOSOPHY, PURPOSE AND OBJECTIVES

Robeson Technical Institute subscribes to the philosophy that every individual has the right to pursue further education compatible with his interests and abilities. Therefore, as an open-door institution, it provides a wide range of educational programs of general occupational and cultural education to meet the needs of adults within the region it serves. The institute helps promote continued industrial, business, and economic growth; and further, it assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical Institute is to make available for adults a broad range of educational opportunities providing for individual backgrounds, interests, abilities, financial resources, career choices, and other needs. To achieve this purpose, the institute provides educational opportunities to enable each individual to develop to the maximum extent of his abilities, needs, and goals compatible with the needs of a democratic society. Programs will continue to be developed which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health, cultural, social, civic, and moral responsibilities, creative expression, aesthetic appreciation, economic insight, worthwhile leisure activities and career aspirations.

To achieve these purposes, Robeson Technical Institute has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
3. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
4. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
5. To provide short-term occupational courses for adults who need retraining or additional job skills.
6. To provide counseling and other guidance services to meet individual needs of the citizens of the area.

ACCREDITATION

Robeson Technical Institute is a tax-supported, public, nonprofit school. It is accredited by the North Carolina State Board of Education and by the Southern Association of Colleges and Schools. All programs offered by the institute have been approved for the enrollment of eligible veterans ~~by the Veterans Administration and for the enrollment of eligible handicapped persons by the North Carolina Department of Vocational Rehabilitation.~~ The Practical Nursing program is approved by the North Carolina Board of Nursing, and the Cosmetology program by the North Carolina State Board of Cosmetic Art Examiners.

LIBRARY

The Robeson Technical Institute Library is conveniently located adjacent to the student lounge. Its attractive, well lighted surroundings are a pleasant place for research, study, or leisure reading. It is well stocked with books, periodicals, newspapers, and audiovisual materials which have been carefully selected to support the degree, diploma, and enrichment programs offered by the institute. Audiovisual equipment is housed in the library where it is readily available to instructors and students for classroom or educational use.

The library is staffed by two professional librarians, an audiovisual specialist, a library assistant, a secretary, and student helpers. Library hours are from 8 a.m. to 10 p.m. Monday through Thursday, and from 8 a.m. to 3 p.m. Friday. The library is closed weekends and holidays. Use of the library is not limited to registered students; anyone interested in using the library is welcome, and borrowing privileges may be obtained simply by filling out a registration card. Books are loaned for three weeks, periodicals and records for one week, and single-volume reference works overnight. Renewals may be obtained in person or by telephone. To encourage prompt return or renewal of materials, a 5-cent per day fine is charged on overdue materials. Lost or badly damaged materials must be paid for at replacement cost. Failure to return materials or pay charges will result in loss of borrowing privileges. Students who have not returned materials or paid fines will be obligated to do so before re-registering or graduating.

Student Services

Robeson Technical Institute provides many personal services designed to make the educational experiences of its students profitable and satisfying. The faculty and administration recognize that the central purpose of the institute is to provide an environment wherein each student may achieve maximum development — intellectually, socially, and physically. The services, organizations, and activities are provided as means of contributing to the total development of the individual.

COUNSELING SERVICE

Counseling is the process of helping people help themselves. Counselors are available to help students with the problems in three broad areas: (1) educational problems, (2) vocational or occupational problems, and (3) personal-social problems. Counselors want to assist students in every way possible. Unless help is asked for, counselors will not know who needs help. If a counselor cannot help a student with a particular problem, the student will be referred to someone who can.

Counseling services are available in the Student Services office, and students are encouraged to make use of this service at any time.

FACULTY ADVISOR

Each curriculum student enrolled at Robeson Technical Institute will be assigned an advisor. The basic purpose of this service is to provide each student personal assistance in orientation and progress throughout the time enrolled.

The student's advisor may be consulted regarding various problems but should, in all cases, be consulted by the student in the following instances:

1. When planning the forthcoming quarter's studies.
2. When having academic problems.
3. When changing courses within the current program.
4. When changing programs of study.
5. When preparing to enter a final quarter of studies to determine graduation eligibility.

TESTING SERVICE

The placement test battery is both an entrance requirement and a counseling tool for placement. These tests are given to all full-time applicants enrolling for the first time. Tests which measure interest areas, personality, intelligence, achievement, and aptitude are available. Individual tests will be administered upon request. Faculty members may request that these tests be administered whenever they feel that the results will be helpful in working with a student. All testing is provided at no cost to students.

FINANCIAL ASSISTANCE

Information and applications for financial assistance can be secured from the Director of Financial Aid in Student Services. (Refer to Financial Assistance section of catalog.)

TUTORIAL SERVICES

Tutorial services are available for those who need extra help with particular subject areas. Student advisors and counselors in Student Services have further information.

BULLETIN BOARD COMMUNICATION

Bulletin Boards are used for official communication of the institute. Students are expected to read announcements daily to keep informed about pertinent information. Bulletin Boards are located throughout the campus.

PLACEMENT SERVICE

Placement service is available to students seeking part-time or full-time employment. The Director of Student Placement maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. Students and alumni are encouraged to use this service as often as they wish.

HEALTH SERVICE

Robeson Technical Institute, a commuter institute, maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student and his parent or guardian. Emergency facilities are available at Southeastern General Hospital, Lumberton, and a registered nurse is on campus or on call during the day. In case of emergency, an instructor or Student Services should be notified immediately.

Confidential records concerning the general health or physical disabilities of students are maintained in the Student Services office. Appropriate faculty members are informed in a confidential manner of special disabilities of students with whom they come into contact when such information may be vital to the welfare of the student.

ORIENTATION OF FRESHMEN AND TRANSFERS

Orientation is planned to welcome entering students and to provide a smooth and successful adjustment to the school and its personnel. The program is designed to acquaint students with academic policies, co-curricular activities, fellow students, and the school facilities.

STUDENT HANDBOOK

A student handbook, issued at orientation, is prepared by Student Services with the aid of interested faculty, staff, and student council members. The handbook is a guide for students in acquainting themselves with practices, policies, and procedures of the institute. Copies are issued during orientation and are on hand at all times in the Student Services office.

STUDENT RECORDS

An official transcript of academic work at Robeson Tech will be forwarded to the appropriate institution upon request by the student. The first two transcripts requested will be prepared without charge. Additional transcripts will be prepared at a cost of one dollar (\$1) per copy. No transcripts will be released until the student account is cleared with the Business Office and a waiver is signed.

HOUSING

The institute does not operate dormitory facilities, nor does it assume responsibility for housing. Upon request Student Services personnel assist students in locating adequate facilities in the vicinity. The institute does not accept responsibility for student conduct or activities off the school campus except for school-sponsored activities.

POLICY GOVERNING STUDENT MISCONDUCT

Students are expected to display the qualities of courtesy and integrity that characterize the behavior of ladies and gentlemen. In order to protect the rights and privileges of all students, a policy governing student misconduct has been adopted by the Board of Trustees. A copy of the complete policy is on file in the library. Upon request, students may obtain a complete copy from the Student Services office. The policy describes procedures followed in producing a reliable determination of the issues, while assuring students fairness and due process of law in any case that may terminate in expulsion.

VETERAN SERVICES

Information and requests pertaining to veteran affairs can be secured from the Director of Veteran Affairs in Student Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments.

GRADUATION

The Registrar and/or Records Officer review records for each graduate to determine that all qualifications have been met. Among items checked are (1) required courses, (2) credit hours, (3) financial obligations to the institute, and (4) library obligations. A minimum quality point average of 2.0 is required for diplomas and degrees. No student will be allowed to graduate with an "I" on his/her record.

Taking an appropriate part in the graduation exercises is an expected requirement for receiving a diploma or degree from Robeson Technical Institute. All students are expected to wear the complete appropriate attire specified by the institute.

Students must complete an application for graduation at the time of registration for their final quarter of study. A graduation fee of \$15 is charged each graduating student. Those students approved to graduate in absentia are not exempt from this fee.

Commencement exercises are held in August at the end of the fourth quarter.

HONORS

The Dean's List and the President's List are published at the end of each quarter. All full-time students who have made all B's and above are on the Dean's List. Students who make straight A's for the quarter are on the President's List.

Graduates who have cumulative averages of 3.5 and above are recognized at Commencement as graduating with honors.

Commencement marshals shall consist of the seven rising seniors with the highest academic average at the end of their first year of studies. The chief marshal shall be the rising senior with the highest academic average.

AWARDS

Appropriately inscribed plaques are presented at Commencement to the graduate with the highest average in the Associate Degree programs and to the graduate with the highest average in the one-year Diploma programs.

Each year the faculty and staff nominate students for Who's Who Among Students in American Junior Colleges based on the student's academic achievement and service to the school. This honor is limited to students in the two-year programs. Certificates of membership are awarded at Commencement.

Framed certificates, appropriately inscribed, are presented at Commencement to those students who have shown exceptional service to Robeson Tech. Nominations are made by students, faculty, and staff with a Service Awards Committee reviewing recommendations and making the final selections.

The Wall Street Journal Achievement Award is presented at Commencement to the most outstanding business student, who is chosen by the faculty members in the Business Department.

A silver cup, sponsored by Robeson Office Supplies, is awarded at Commencement to the best all-round graduate from the business area. Nominations are made by the students from the business programs and submitted to instructors or related business instructors, who make the final selection for the award. The cup is retained in the school and the winner is given an appropriately inscribed plaque.

Each year at Commencement, Acme Electric Corporation presents an award to the most outstanding graduate in the Electrical Installation & Maintenance program, the Air Conditioning & Refrigeration program, and the Radio, TV, Electronics Servicing program. The selection for each award is determined by the instructors of the individual programs.

A plaque is presented to the most outstanding Practical Nursing student. Three nominees for the award are made by Practical Nursing Students — the final selection resting with the Practical Nursing Instructors.

Southeastern Production Credit Association presents an award to an outstanding business student who is chosen by the faculty members in the Business Department.

Student Activities

STUDENT GOVERNMENT

The Student Government Association is composed of all curriculum students who are enrolled at Robeson Technical Institute. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

Officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the student government organization in the Community College System.

A budget governing the student activity fee for the following school year is recommended by the SGA in the spring. The budget usually covers the annual, special projects, student insurance, socials and dances, and school pictures.

ANNUAL

The annual, **The Directions**, gives a pictorial view of the students and their activities of the year. Any SGA member is eligible for participation on the yearbook staff.

ATHLETICS

In the past RTI has had basketball and softball teams playing in the local leagues. These and other sports may be organized upon request of a sufficient number of students. The RTI campus provides room for expansion and is adding those activities requested that are within budgetary limits and school policy.

SPECIAL EVENTS

The SGA may sponsor other activities such as socials, films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

CLUBS

The Student Government sponsors formation of clubs of student interest. Information may be secured from Student Services or the SGA president.

SCHOOL COLORS

The official colors of Robeson Technical Institute are royal blue and white.

Admission Requirements

Robeson Technical Institute maintains an "open door" policy for all applicants who are high school graduates or who have reached their 18th birthday, and who can profit from further education. The institute serves all students regardless of race, color, creed, sex, handicap, or national origin. All prospective students may be admitted to the different curricula based upon individual preparation and readiness.

Degree and Diploma Programs

TWO-YEAR PROGRAMS

Two-year programs for Associate Degrees in Applied Science and General Education:

1. High school graduate or the equivalent (applicants with equivalency certificates must meet minimum requirements set by North Carolina)
2. Application
3. Transcript of previous education
4. Complete standardized test battery
5. Complete medical history form
6. Complete residence form
7. Counseling interview, where applicable
8. Must be in acceptable physical and mental health.

ONE-YEAR PROGRAMS

One-year programs for Diploma and Certificate Programs:

1. High school graduate or the equivalent is normally required for admission; however, exceptions may be made in certain circumstances (applicants with equivalency certificates must meet minimum requirements set by North Carolina)
2. Application
3. Transcript of previous education
4. Complete standardized test battery
5. Complete medical history form
6. Complete residence form
7. Must be in acceptable physical and mental health
8. Counseling interview, where applicable
9. Additional requirements for Practical Nursing:
 - a. High school graduate or the equivalent
 - b. Medical examination by a physician
 - c. Interview with, and approval of, nursing department supervisors
 - d. Two character reference letters
 - e. Proof of recent innoculations for tetanus
10. Additional requirements for Cosmetology:
 - a. High school graduate or the equivalent
 - b. Medical examination by a physician within 30 days prior to registration
 - c. Serological lab test, tuberculin skin test, or chest Xray within 30 days prior to registration

REGISTRATION

The following procedures will be followed for registering students:

1. Complete application form
2. Provide transcripts of previous education
3. Complete medical history form
4. Complete standardized test battery
5. Provide any additional requirements for specific course
6. Personal reference letter for transfer students
7. Counseling interview, where applicable
8. Review by admissions officer
9. Further counseling, if necessary
10. Letter of acceptance to specific course
11. Notification of day and time to report for registration
12. Pay tuition and fees

SPECIAL CREDIT STUDENTS

Adult students may be admitted under special provision which allows them to take up to 10 quarter hours of credit courses before completing admission requirements. However, all admission requirements must be met by the time the student has completed 10 quarter hours of work if credit is to be granted.

Students who do not earn a "C" or better average on the first 10 credit hours attempted will be referred to a counselor for consultation before registering for additional courses.

The following procedures will be followed for registering special credit students:

1. Complete application
2. Provide transcripts of previous education
3. Register for courses
4. Pay tuition and fees
5. Must be in acceptable physical and mental health
6. Complete residence form
7. Complete medical history form

CREDIT BY TRANSFER

Robeson Technical Institute may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted and such courses must parallel the content of RTI courses.

All applicants desiring to have credits transferred from another institution to RTI must submit an official transcript to the Director of Admissions. Applicants who wish to transfer from other educational institutions must be eligible to return to the institute last attended.

Any exception to this procedure must be approved by the offices of the Vice Presidents of Student Services and Educational Services and only then by justifiable cause. A personal reference letter from the former school will be required for transfer acceptance.

The Director of Admissions will forward transcripts of previous education to the Education Services Office of Curriculum Programs for evaluation to determine the transfer credit allowable. This evaluation will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record.

TRANSFER OF CREDIT BETWEEN PROGRAMS

Transfer of credits from one curriculum program to another will be granted for:

1. Those courses required for graduation in both programs
2. Vocational curricula credits do not transfer into technical curricula

SPECIAL CONDITIONS

Any person who has been convicted of violations of, or has been known to violate, the North Carolina Uniform Narcotic Drug Act as a pusher (seller) or user of drugs listed as illegal shall not be admitted to Robeson Technical institute, except with the permission of the Board of Trustees of the Robeson Technical Institute.

Any person who has been indicted for violation of the North Carolina Narcotic Drug Act, or for which there is good reason to believe that the person has violated the N.C. Uniform Narcotic Drug Act, will have his application for admission to Robeson Technical Institute held in abeyance until such time as his case is cleared in a court of law, or his name can be cleared through ample evidence supplied by the applicant or his representative.

REGISTRATION

Students are expected to register for course work at the time specified for each quarter by the Registrar. Formal registration for all curriculum courses is officially closed at the end of the first four scheduled days of the quarter. Any exception to this procedure must be approved by the Director of Admissions and through the appropriate Educational Services office, but only then by justifiable cause. Registration procedures and drop/add procedures as listed in the Student Handbook should not be confused.

Continuing Education Programs

The Continuing Education Programs include Adult Basic, High School, Adult Enrichment, and Occupational Extension.

The "open door" policy is observed regarding requirements for admission to Continuing Education classes. Any person, with the ability to benefit from the program, who is a high school graduate, or at least 18 years of age and not currently attending a public high school, is eligible to apply.

Applicants must be in acceptable physical and mental health and be eligible to return to the educational institute last attended. Any exception to this procedure must be approved by the Director of Continuing Education and only then by justifiable cause.

ADDITIONAL REQUIREMENTS – HIGH SCHOOL PROGRAM

1. The entrance level of each student applying for admission to the Adult High School Diploma Program shall be determined in one of the following manners:
 - a. The procedure shall be to apply the scores on any appropriate achievement battery approved under the National Defense Education Act, Title V (a) Testing, North Carolina, to the 50th percentile level for end-of-year norms to determine entrance level. Thus, an applicant with a percentile rank of 50 on English for 11th grade end-of-year norms would be classified as a senior in English for course-of-study purposes; and so on for other subjects.
 - b. A certified transcript from a state or regionally accredited secondary school showing courses and years of work completed.
 - c. A personal reference letter from the former school may be required for transfer acceptance.

HIGH SCHOOL EQUIVALENCY PROGRAM

This program is offered by the institute for adults who did not complete their high school education. Upon successful completion of five tests measuring general education competence, the student receives a certificate recognized and generally accepted as equivalent to a high school diploma. The tests are the Test of General Educational Development (GED).

All applicants for GED testing shall be referred to the Learning Laboratory. Applicants shall complete the following steps:

1. Complete an application for admission to High School Equivalency Examinations and/or Application for High School Equivalency Certificate.
2. Fill out request for transfer of GED test scores if previously tested at another testing center.

The Chief Testing Officer will:

1. Arrange an agreeable time for testing with Director of Basic Education.
2. Accept applicants from Director of Basic Education.
3. Administer and score the GED tests.
4. Refer all scores to the State GED Coordinator for determination of whether or not the scores are acceptable for awarding of the certificate.
5. Maintain all GED records of tested applicants. Post-test interviews shall be done by Student Services for students passing the GED tests and by the Basic Education offices for those who failed to pass the examination.

Only in emergencies or special cases will the test be given at a time different from regularly scheduled times set by the Director of Basic Education and the testing officer.

Expenses

Robeson Technical Institute receives financial assistance from local, state and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

TUITION FEES

Full-Time (12 or more credit hours)	Part-Time (Less than 12 credit hours)
In-state \$ 39.00	\$ 3.25 per credit hour
Out-of-state \$198.00	\$16.50 per credit hour

RESIDENCY REQUIREMENTS

Tuition fees are governed according to in-state or out-of-state residency, and according to full-time or part-time status.

To qualify for in-state tuition rates, a student must have lived in North Carolina for at least 12 months immediately prior to his enrollment at Robeson Tech. Residing outside the state while in service does not necessarily change residency status. Proof of residency rests with the student.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in **A Manual To Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes**. Each enrolled student is responsible for knowing the administrative statement of policy on this subject. Copies of the manual are available on request in the offices of Student Services, Business Office, and in the Library.

TRANSCRIPT FEE

Two transcripts of the student's record are furnished free. Additional copies are \$1.00 each.

STUDENT ACTIVITY FEE

For fall, winter and spring quarter, each student enrolled in 12 quarter credit hours or more (full-time) will pay a \$5 student activity fee per quarter.

Part-time students will pay activity fees according to the following schedule:

- 1-4 Quarter Credit Hours — \$1.50
- 5-7 Quarter Credit Hours — \$2.00
- 8-11 Quarter Credit Hours — \$3.00

For summer quarter, each student (full-time or part-time) will pay a \$1 student activity fee.

The activity fee is due and payable at the above-stated amount at the registration for each quarter. The fee is non-refundable.

For all full-time students, \$4 of this fee will go toward accident insurance. The accident insurance will cover hours in school and transportation to and from school. Part-time students desiring this insurance may also receive coverage by making payment to the Business Office at the time of registration. This cost is non-refundable. Part-time students are urged to take advantage of this insurance, since neither the technical institute nor the state of North Carolina carries insurance to cover any student for accidents or otherwise.

The remainder of the student activity fee is to be used by the Student Government Association for such items as student publications, entertainment, athletic equipment, and other activities.

GRADUATION FEE

A graduation fee of \$15 is charged each prospective graduate. This fee is paid at the student's last registration prior to graduation.

BREAKAGE FEE

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of such students. They will be required to pay for damage to such items and may be subject to disciplinary action.

REFUND POLICY

Tuition refund shall not be made unless the student, in the judgment of the institute, is compelled to withdraw completely from school for unavoidable reasons. In such cases, two-thirds of the tuition may be refunded if a student withdraws within the first 10 calendar days of the quarter. The student activity fee is nonrefundable. In cases where courses of curricula fail to materialize, all of the student's tuition and activity fee shall be refunded.

TEXTBOOKS

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$25 for diploma programs and \$40 for degree programs.

BUSINESS OFFICE

The payment of fees, sale of books, supplies, and materials, receipt of loans, and the payment of refunds are major responsibilities of the Business Office. Office hours are 8 a.m. to 5 p.m. Monday through Thursday, and 8 a.m. to 3 p.m. on Friday. Unpaid obligations to this office become a part of the student's school record until they are cleared.

TUITION CREDIT

If a student is compelled to withdraw completely from school for unavoidable reasons within the first 10 calendar days of the quarter, the student may be allowed credit for full tuition if he/she petitions in writing such credit. The student must re-enroll and use this credit within one year.

LATE REGISTRATION FEE

A late registration fee of \$5 will be charged all students who register after the announced registration time.

STUDENT INSURANCE

A group policy providing insurance protection is maintained in effect by the institute. The cost is covered from the activity fee for all full-time students, the payment of which has been approved by the Student Government Association.

It is in the best interest of all students to provide some measure of insurance protection. Those who do not pay the \$5 activity fee may purchase this accident insurance for \$4 per year.

SCHOOL RING

Students may purchase school rings after completing half the credit hours required for graduation.

COMMENCEMENT INVITATIONS

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

Financial Assistance

Robeson Technical Institute's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of grants, scholarships, work-study positions, and part-time employment, the student enrolled at Robeson Tech is able to supplement his own resources of his family to complete a course of study. The Student Financial Aid Office firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student to resolve his financial difficulties.

Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical Institute.

INSTITUTIONAL SCHOLARSHIPS

A number of scholarships are offered to students attending Robeson Technical Institute by civic organizations, service clubs, and individual donors. These awards are made on the basis of a need on a first-come basis subject to the availability of funds. No award is made until a student has completed all admission requirements and has been accepted for enrollment.

The Financial Aid Committee is composed of four representatives from the staff and faculty, and one representative from the Business Office. The committee meets periodically, beginning in the early spring, to consider requests and to make awards.

Students who encounter financial difficulty at any time during the year should confer with the Financial Aid Officer in Student Services.

THE BRUCE BONEY STEPHENS MEMORIAL FUND

The family of Bruce Boney Stephens has established a revolving memorial fund for students who need short loans for financial emergencies. Further information may be obtained from the Director of Financial Aid in Student Services.

SOCIAL SECURITY

Benefits may be paid to students under 22 years of age who have one or more deceased or disabled parents that were covered by Social Security. Contact the nearest Social Security Office for further information.

VOCATIONAL REHABILITATION

Any physically handicapped person may be eligible for financial assistance covering fees, books and supplies. If a prospective student has any physical limitation, the student may contact the nearest office of the N.C. Vocational Rehabilitation, or make his request through the office of Student Services.

NORTH CAROLINA STUDENT INCENTIVE GRANT (NCSIG)

Legal residents of N.C. accepted for enrollment or enrolled full time, in good standing, in an undergraduate program of study may apply. The amount of each grant will be based on the individual student's demonstrated financial need in relation to resources and cost of education, but may not exceed \$1,500 per academic year. Applications must be received not later than March 15. Applications received after March 15 will be processed if funds are available. The program is administered for N.C. State Education Assistance Authority by College Foundation, Inc.

VETERANS AND WAR ORPHANS

Veterans' widows, and children of deceased veterans who wish to enroll under Chapters 31, 34, and 35 of U.S. Code 38 may be admitted to Robeson Technical Institute and approved to receive educational benefits if requirements established by the Veterans Administration are met. Public Law 634 (applying to disabled veterans) is also part of these chapters. Any person wishing to attend RTI under any of the laws relative to veterans and their dependents should contact the Veterans Service Office in Lumberton or the Office of Veteran Affairs at RTI for complete information.

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA)

Funds may be available to students from low-income families through the Robeson County Department of Human Resources. The student may be paid a subsistence allowance, travel, dependent allowance, and training allowance. Contact the Department of Human Resources for further information.

COLLEGE WORK/STUDY PROGRAM

Under this federally funded program, students from low-income families may be employed on a part-time basis by the institute to help pay for their college expenses. Due to the limited availability of funds, students must apply by September 30 of each year to be considered for a work/study position for that academic year. Students must provide a need analysis which can be done by using the ACT application.

An effort is made to assign students to jobs related to their fields of major study or to utilize their special interests and skills. At RTI, students may work up to 15 hours weekly while attending class full time. Eligibility is determined by enrollment and financial need. For further information, contact the Student Financial Aid Office at Robeson Technical Institute.

VOCATIONAL WORK/STUDY PROGRAM

Similar to the College Work/Study Program, this program provides part-time employment to full-time students in an occupational education program. Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical Institute.

BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM (BEOG)

The Basic Educational Opportunity Grant Program is a federal aid program designed to provide assistance to those who need it to attend post-high school educational institutions. The maximum award a student could receive under this program is \$1,800, minus the amount the student and his family are expected to contribute toward the cost of his education (family contribution).

The actual grant, however, may be less than this maximum award. The family contribution is determined by filling out a BEOG application or ACT form and mailing it in the provided envelope. A BEOG application or ACT form can be obtained from high school counselors, at post offices, libraries, or by contacting the Student Financial Aid Office.

COLLEGE FOUNDATION, INC. (GUARANTEED OR FEDERALLY INSURED LOANS)

Legal residents of N.C. enrolled full time may borrow through College Foundation up to \$7,500 for undergraduate study or vocational/technical training. The maximum loan for an academic year cannot exceed the total cost of education less other financial help received. The annual percentage rate is 7% simple interest. Applications should be received by College Foundation at least 45 days prior to the beginning of a school term as to assure notification before registration.

Student Aid Fund Donors

The Student Aid Fund is supported by donations from local businesses and industrial firms, church and civic groups, and several interested individuals. Current donors to the Student Aid Fund are:

Acme Electric Corporation
Alamac Division of West Point Pepperell
Allen Foundation, Incorporated
Alpha Cellulose Corporation
Alpha Delta Kappa—Beta Phi
Belk-Hensdale Company
Carolina Footwear, Incorporated
City Dry Cleaners
City Homemaker's Club of Lumberton
Civinette Club of Lumberton
Civitan Club of Lumberton
FCX Grain Marketing Service
First Union National Bank of North Carolina at Lumberton
First Union National Bank at Red Springs
Freeman Motor Company
Gamma Gamma Chapter-Delta Kappa Gamma
Guaranty Savings and Loan Association of Fairmont
Guaranty Savings and Loan Association of St. Pauls
Hedgpeth Pharmacy, Incorporated
Home Federal Savings and Loan Association of Lumberton
Jaycees of Fairmont
Jaycees of St. Pauls
J. C. Noble Realty, Incorporated
J. C. Penney Company, Incorporated
Joe Sugar of St. Pauls
Jon-San Chevrolet, Incorporated
Junior Service League of Lumberton
Kendall Manufacturing Company
Lambda Chapter—Delta Kappa Gamma
Lennon Oil Company, Incorporated
Lions Club of St. Pauls
Lumberton Business and Professional Women's Club
Lumberton Coca-Cola Bottling Company—A division of Fayetteville Coca-Cola Bottling Company

Lumberton Implement Company
Lumberton Junior Woman's Club
Lumberton Kiwanis Club
Lumberton Lady Lions Club
Lumberton Legal Secretaries Association
Lumberton Tobacco Board of Trade
Lumberton Trading Company, Incorporated
Manning Corporation
Mr. Cecil L. Thompson
Mr. Charles David McNeill
Mr. Charles E. Warwick
Mr. W. D. Linkhaw
Mr. and Mrs. Herman S. Minges
Mr. and Mrs. John F. Greene
Mr. and Mrs. Paul Rosenfeld
Mrs. E. L. Bowman
Mrs. Matthew Margolis
Pate's Supply Company, Incorporated of Pembroke
Pembroke Senior High School
Pepsi-Cola Bottling Company of Lumberton
Protective Agency, Incorporated
Red Springs Motors, Incorporated
Robeson County Administrative School Unit of Educational Secretaries
Robeson Office Supplies, Incorporated
Robeson Savings and Loan Association
Rotary Club of Fairmont
Rotary Club of Lumberton
Sammy's Auto Sales
Scarborough Builders Supply Company
Smith's Refrigeration, Incorporated
Southeast Production Credit Association
Southern National Bank of North Carolina at Fairmont
Southern National Bank of North Carolina at Lumberton
Town & Country Bank of Lumberton
Trinity Episcopal Church Women
Universal Packaging Company
Vel-Cord Southern Corporation
Waccamaw Bank and Trust Company
Watson Trust Fund
Faculty and Staff of Robeson Technical Institute

Academic Information

ATTENDANCE POLICY

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance, and these records will become part of the students' official records. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Being late for class is also a serious interruption of instruction. As students are adults with many responsibilities, an occasional absence might be absolutely necessary. However, such absences in no way lessen the students' responsibilities for meeting the requirements of the class.

Students' names will be placed on a class roster once they have officially made their payment for tuition and fees and attend one or more classes. Students shall maintain attendance in said class, until one of the following occurs:

1. Student Withdraws (He/she officially withdraws. This constitutes student's withdrawal and is effective as of that date.)
2. Administrative Withdrawal
 - a. Student fails to maintain class attendance as described by the instructor's course syllabus.
 - b. Consecutive absences due to extreme emergencies without personal contact, or telephone contact with instructor, for a period exceeding ten (10) school days.
 - c. The responsible instructor is reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)
 - d. He/she completes the minimum objectives stated for the class, or transfers to another class.

TARDIES

A tardy is defined as "a student entering class after the roll call or instruction begins." Being late for class is a serious interruption of instruction and may affect a student's academic grade for the course. Individuals who enter class after the roll call or instruction begins will have their attendance recorded from the time they enter the class.

QUARTER SYSTEM

Robeson Technical Institute is on a quarter schedule. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The Institute is in session five days and four nights a week.

CLASS SCHEDULE

Basically, all classes, credit and non-credit, are scheduled between the hours of 8:30 a.m. and 11:05 p.m. Monday through Thursday, and 8:30 a.m. to 3:00 p.m. on Friday. Normally, classes for full-time day students are scheduled between 8:30 a.m. and 4:00 p.m.

CONTACT HOURS

The contact hours shown in the catalog are minimal. The policy of the institute permits students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

CREDIT HOURS

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, and one quarter hour of credit for every three hours of shop work.

DROP/ADD PROCEDURES AND WITHDRAWAL

A student may drop or add a course at any time within the first four scheduled days of the quarter under the following provisions:

1. No penalty will be incurred for dropping a course within the first four scheduled days of the quarter.
2. A student adding a course will be responsible for all make-up work required.
3. The student must contact the Registrar and his advisor and complete a drop/add form.

Any student dropping a course after the drop/add period with less than a "C" average in that course is subject to receive a "WF" for that course. (A "WF" is a punitive grade and will be treated as an "F".) However, a student not having a "C" average and having a bona fide reason for withdrawal may receive a "WP" if approved by the Vice President of Educational Services. Appeals should be made within two weeks of the date of withdrawal.

A student withdrawing from school during the academic year should complete the withdrawal form in the Registrar's Office. Official withdrawal by the student will protect the student's scholastic record, his rights to re-enroll and to transfer credit.

FINANCIAL OBLIGATIONS

No student's record will be released until his financial obligations are cleared.

RE-ENROLLMENT

To re-enroll after a student has withdrawn, the student must have satisfied the Business Office and Library of all financial obligations. No student will be permitted to enroll for future quarters when his name appears on the financial delinquent list published by the Business Office. Students applying for readmissions must be cleared through the Director of Admissions Office.

SATISFACTORY ACADEMIC PROGRESS

Each student enrolled in a degree, diploma or certificate program is expected to maintain satisfactory progress toward completion of requirements for that program. As a 2.00 quality point average is required for graduation in all programs, a student is expected to maintain this average to be considered in good academic standing.

For purposes of determining academic progress, quality point averages are computed on the basis of the credit hours attempted on which final grades have been received in the student's program of study. To be considered making minimum academic progress toward successful completion of a program of study, a student must maintain the following minimum quality point average in relation to the number of credit hours attempted.

QUALITY POINT AVERAGE TO DETERMINE CONTINUANCE IN SCHOOL

TWO-YEAR CURRICULA

*All Quarter Hours Credit Attempted	Quality Point Average Below Which Student Is on Academic Probation
0-22	1.30
23-42	1.50
43-62	1.70
63-81	1.90
82-100	2.00
101-over	2.00

To Graduate — 2.00 Quality Point Average Required

ONE-YEAR CURRICULA

*All Quarter Hours Credit Attempted	Quality Point Average Below Which Student Is on Academic Probation
0-24	1.30
0-18 (Developmental Studies Only)	1.30
25-42	1.60
49-30 (Developmental Studies Only)	1.60
43-63	1.90
31-43 (Developmental Studies Only)	1.90
64-over	2.00
44-over (Developmental Studies Only)	2.00

SIX-MONTH CERTIFICATE PROGRAM

*All Quarter Hours Credit Attempted	Quality Point Average Below Which Student Is on Academic Probation
0-19	1.70
20-over	2.00

To Graduate – 2.00 Quality Point Average Required

* Students are encouraged to maintain a record with their total hours attempted at the institute to interpret the above table. Academic counselors and advisors are available to assist any student to interpret correctly the table.

This scale will be used as the basis for determining a student's status for purposes of academic progress at Robeson Technical Institute and certification to the Veterans Administration; Social Security Administration; Division of Vocational Rehabilitation; student grant, loan, scholarship, and financial aid agencies, and other public and private agencies requiring such information. Certain curricula may have minimum course grade requirements which will be specified either in the Student Handbook or a Department Bulletin.

ACADEMIC PROBATION

A student whose academic progress is unsatisfactory as determined by the student's cumulative quality point average described heretofore will be placed on academic probation and will be notified by Student Services counselors. The student will be required to have a conference with his or her advisor and counselor to review academic progress and to plan a strategy for improving academic progress and removing the probationary status.

A student who has been on probation for one quarter may be required to reduce course load. This may be required until probationary status is removed. Students may be required to reduce further their course load, choose another program of study, or register for developmental studies or special programmed studies to strengthen their educational background and thereby increase their likelihood of making satisfactory progress. A student may be suspended for consistent failure to show active initiative toward fulfillment of his or her chosen educational goal.

A student on academic probation will not be allowed to participate in extracurricular activities. Extracurricular activities referred to here are Student Government officer, yearbook officer, and any activities which require the student to represent officially the institute.

A student who has been on academic probation for a total of two quarters will be subject to suspension.

GRADING SYSTEM

The 4.00 quality point system is used to calculate student grade averages.

GRADE	MEANING	QUALITY POINTS	
		PER CREDIT HOUR	
A 93-100	Excellent		4
B 85-92	Good		3
C 77-84	Average		2
D 70-76	Poor, but passing		1
F Below 70	Failure		0
WP	Withdrew passing		0
WF	Withdrew failing (compute as failure)		0
I	Incomplete. Work must be completed within 6 weeks of next quarter; otherwise, F will be recorded.		0
AU	Audit. Enrollment as a special or non-credit student		0

EXAMPLE OF COMPUTING QUALITY POINTS EARNED

Course	Credit	Grade	Quality Points	Grade Points
			Per Credit Hour	Earned
ENG 1101	3	C	2	6
PME 1101	7	B	3	21
MAT 1101	5	A	4	20
PHY 1101	4	F	0	0
DFT 1101	1	D	1	1
	20			48

The quality point average is computed by dividing grade points earned by the total credit hours attempted. In the preceding example, 48 divided by 20 equals 2.40 quality point average. All grades A through F, WF (which is treated as F), and Incompletes which are not made up within six weeks of the next quarter (treated as F), are counted in computing the quality point standing. Credit by transfer and credit by examination are not included in computing the quality point standing.

REPEATING COURSES TO RAISE QPA – GRADE

To raise a grade of F or D in any course, the student must re-register officially for the course, attend class regularly, do the required work and pass the required examinations. When a course is repeated, only the grade on the last course attempt is used in computing the QPA standing.

RECORDS OF PROGRESS

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished the students, veterans and non-veterans alike, at the end of each scheduled school term.

CREDIT BY EXAMINATION

Advanced placement is offered to students who because of their demonstrated abilities, are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in any subject which he can demonstrate a mastery of theory and practical application. Under no circumstances will credit be given when the challenge examination grade is less than "C". Total credits earned by examination shall not exceed 25 credit hours.

The following procedures will serve as guidelines in making application for proficiency examinations:

1. The following persons will not be permitted to take proficiency examinations:
 - a. Persons who have taken that proficiency examination previously.
 - b. Persons who have either enrolled in and/or dropped from the course.
 - c. Persons who were enrolled in and failed the course.
 - d. Persons who apply for a proficiency examination with less than three weeks remaining prior to the next quarter in which the course is offered.
2. Make application to the Vice President for Student Services for the proficiency examination.
3. The Vice President for Student Services will review the student's background and make a recommendation to the Vice President for Educational Services.
4. The Vice President for Educational Services will evaluate the application and consult with the Dean for Degree and Diploma Programs along with personnel in the appropriate subject area. Upon approval of the application, an examination in theory and practicum (where applicable) will be given. Once approved all examinations must be completed within the time designated by the Vice President for Educational Services.
5. After evaluation of the examination by the instructor and the Dean for Degree and Diploma Programs, it is forwarded to the Vice President for Educational Services with appropriate recommendations.
6. The Vice President for Educational Services will certify to the Vice President for Student Services appropriate credit earned.
7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining QPA.

For credit by examination, full-time students are exempt from additional tuition charges. However, part-time students must pay the business office the tuition charge required by the state for each quarter hour credit; this fee is not refundable. A registration form must be completed in Student Services after approval has been obtained to take a course by examination. Fees will be paid in the Business Office.

TRANSFER TO OTHER COLLEGES

Students who wish to transfer from one college to another or to any other institution, should make application at the Registration and Records Office for a transcript 10 days before it is needed.

The school to which the student is transferring determines the number of hours of credit it will allow transfer students. Some four-year institutions grant full-credit for work completed in the technical institute. Students planning to transfer to a four-year college or university should check early with that institution's admissions office to determine requirements. Official transcripts will be released to other accredited and approved institutions upon written request. Official transcripts will not be released to the student.

AUDITING COURSES

Students who wish to audit courses must register through regular channels. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

GRADE REPORTS

Grade slips will be mailed to students at the close of each quarter.

PRESIDENT'S LIST

The President's List is published at the end of each quarter to honor full-time students who have made straight A's on each course taken that quarter.

DEAN'S LIST

The Dean's List is published at the end of each quarter to honor full-time students whose grades were all B's or better on each course that quarter.

CHANGE OF NAME AND/OR ADDRESS

In order that official records may be kept up to date, change of name and/or address must be reported immediately to the Student Services office.



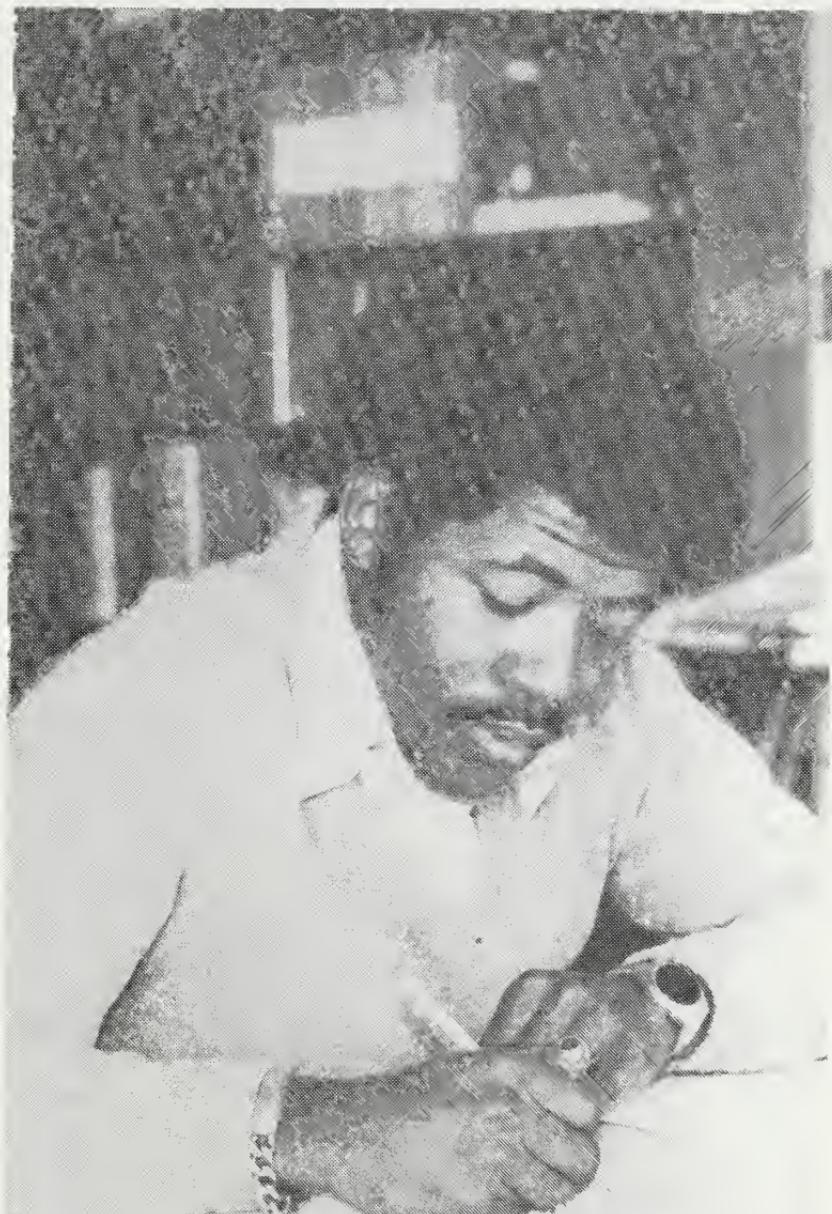


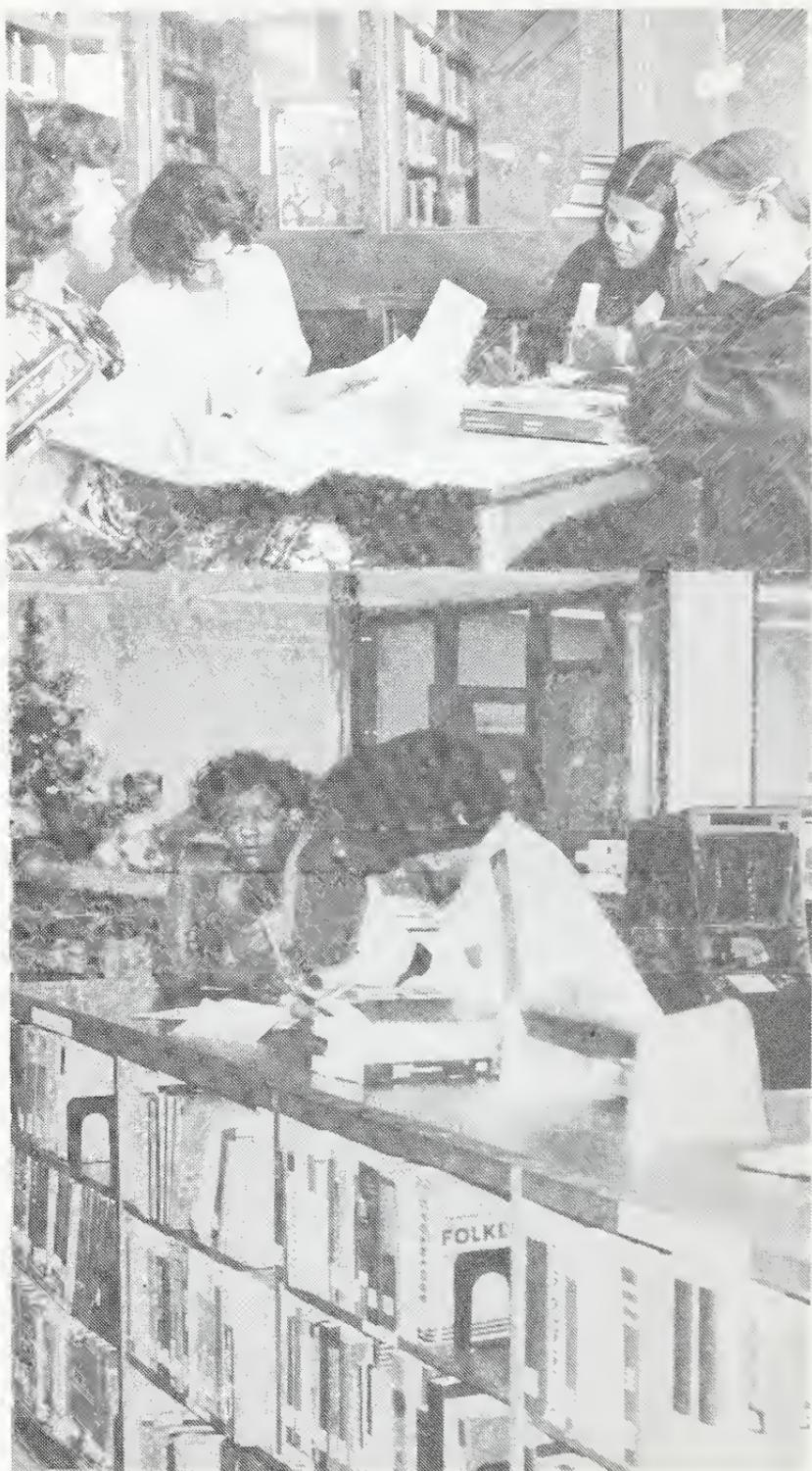
Educational Programs and Courses





Associate Degree in General Education





Associate Degree in General Education

4 year university
Let schools respond
to this.

General Education Program

The Associate Degree in General Education program is essentially a two-year residential program in which a student may complete all work toward an associate degree. It is a program of general education beyond the high school for those students who desire a basic exposure to the areas of English, literature, fine arts and philosophy, social science, science and mathematics but who would like to tailor their programs to personal interests rather than to specific professional requirements. The program is intended for individuals who are basically interested in two years of general education beyond the high school.

The Associate Degree in General Education program is designed primarily for young and/or working adults who wish to begin work toward a college degree or to continue a degree program interrupted at an earlier date. In addition, working adults who want to explore a subject for their own enrichment and pleasure may enroll as special students (i.e., not seeking a degree). Students may elect to take only one course each quarter during the day or evening through the General Education program.

Classes are scheduled during the day and at night so that employed persons may attend conveniently. Courses offered are the same high quality as those offered in four-year colleges. Students are expected to maintain the highest scholastic standards possible. Each General Education program student is offered special assistance in planning his educational program and in relating his program to his personal goals.

Elective courses outlined in this program will be accepted as electives at the gaining institution. However, individual major requirements at the gaining institutions must be completed.

Graduates of the Associate Degree in General Education program may elect to transfer to a four-year college or university to pursue a baccalaureate degree. Many four-year schools will accept full credit earned in the associate degree program; however, students planning to transfer as associate degree credits should plan their program to fit the requirements of the college or university of their choice.

Faculty

Faculty for the Associate Degree in General Education program are academically prepared to provide collegiate education in their major area of study.

All faculty teaching in the social sciences, natural sciences, and humanities have earned masters degrees in their subject area. In the creative or applied arts and technical areas, faculty have masters degrees.

**ASSOCIATE DEGREE IN GENERAL EDUCATION
PROGRAM CODE G-020**

			Hours Per Week	Quarter Hours	
			Class	Lab	Credit
Fall Quarter					
ENG	105	Grammar and Composition	5	0	5
MAT	110	Fundamentals of College Math	5	0	5
PSY	101	Introduction to Psychology	5	0	5
HIS	105	American History	5	0	5
			<u>20</u>	<u>0</u>	<u>20</u>
Winter Quarter					
ENG	106	Grammar and Composition	5	0	5
MAT	111	Fundamentals of College Math	5	0	5
ENG	204	Fundamentals of Speech	5	0	5
HIS	106	American History	5	0	5
			<u>20</u>	<u>0</u>	<u>20</u>
Spring Quarter					
ART	101	Art Appreciation	5	0	5
PHI	101	Introduction to Philosophy	5	0	5
ENG	108	American Literature	5	0	5
		*Elective			3
					<u>18</u>
Fall Quarter					
BIO	101	Biology (or PHY 101, Physics)	3	2	4
MUS	101	Music Appreciation	5	0	5
ENG	107	World Literature	5	0	5
		*Elective			3
					<u>17</u>
Winter Quarter					
BIO	102	Biology (or PHY 102, Physics)	3	2	4
SOC	201	Principles of Sociology	5	0	5
ECO	102	Economics	5	0	5
POL	210	American Government	5	0	5
			<u>18</u>	<u>2</u>	<u>19</u>
Spring Quarter					
		*Electives			16

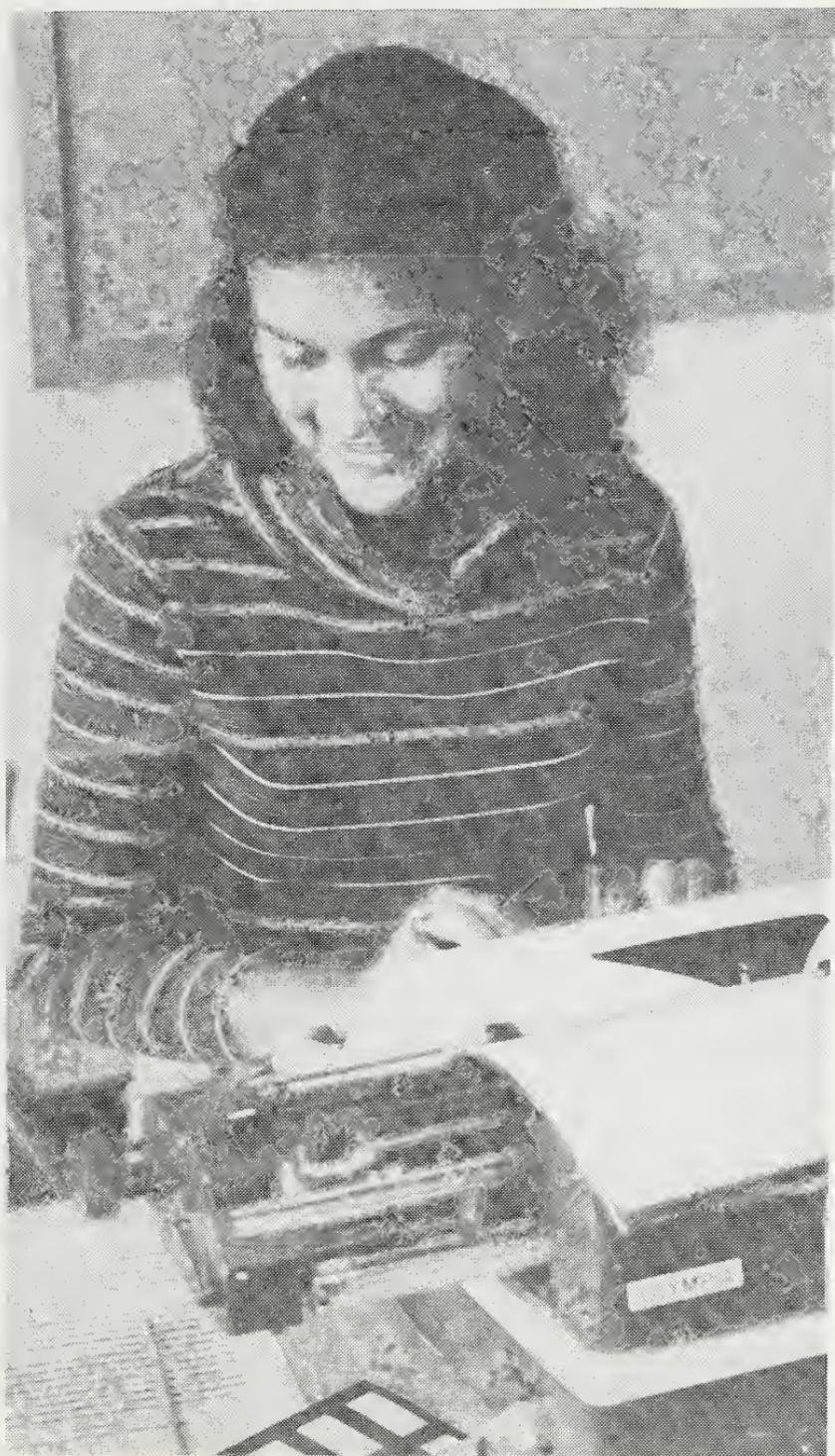
			Hours Per Week	Quarter Hours	Class	Lab	Credit
* Electives							
BIO 101	Biology I		3	2			4
BIO 102	Biology II		3	2			4
PHY 101	Physics	<i>Remove</i>	4				4
PHY 102	Physics		4				4
BUS 101	Introduction to Business		5	0			5
BUS 120	Accounting		3	2			4
BUS 121	Accounting		3	2			4
BUS 122	Accounting		3	2			4
BUS 102	Typewriting		2	3			3
BUS 103	Typewriting		2	3			3
BUS 115	Business Law		5	0			5
BUS 116	Business Law		5	0			5
MAT 101	Technical Mathematics		5	0			5
MAT 102	Technical Mathematics		5	0			5
HIS 110	The Black Man & Contemp. Society		5	0			5
HIS 120	History of the American Indian		5	0			5
HEA 201	Personal Health and First Aid		5	0			5
SOC 202	Marriage and the Family		5	0			5
BUS 106	Shorthand		3	2			4
BUS 107	Shorthand		3	2			4
BUS 108	Shorthand		3	2			4

Minimum No. of Credit Hrs. Required for Graduation — 96

182 years course
Method 2 + 3



Associate Degree in Applied Science



Associate Degree in Applied Science

Applied Science Programs

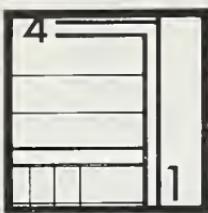
Courses in the Associate Degree level programs are designed to meet the increasing demand for high level industrial and technical skills. The programs are planned to prepare students to earn a living as technical personnel in either agriculture, business, industry, government, or as owner-operators of their own businesses.

These curricula require two years for completion. Students enrolled in these programs, in addition to taking courses that are occupational in nature, take general education courses in the areas of English and social science. Even though these curricula programs are college level, they are designed for entrance into employment, not for college transfer. Certain courses in the technical programs, however, may be accepted by a four-year college or university for transfer credit.

An Associate in Applied Science Degree is awarded students completing these programs:

Programs of Study

Accounting	Police Science Technology
Agricultural Science	Secretarial, Executive
Agricultural Science and Mechanization	Secretarial, Legal
Business Administration	Secretarial, Medical
General Office Technology	Teacher Associate



Accounting

Introduction

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities result from the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained personnel in the area of accounting to help managers keep track of a firm's operation.

Purpose

The Accounting curriculum is designed to fill this need for accountants by offering students the detailed accounting theories and practical skills for entry into the accounting profession.

The objectives of the Accounting curriculum are to develop the following competencies:

1. Understanding of the detail fundamentals of accounting and analysis of the financial statements and auditing;
2. Understanding of the principles of organization and management in business operations, business law, and taxes;
3. Understanding and skill in effective communications for business.

Job Description

The duties and responsibilities of an accountant vary somewhat in different firms. These may include: Recording transactions; rendering periodic reports; maintaining cost records; making special reports; completing tax returns; auditing the books; and advising management in areas of financial affairs.

Graduates of the Accounting curriculum will qualify for various jobs in business and industry leading to any of the following accounting positions: Accounting clerk; payroll clerk; accounting machine operator; auditor; and cost accountant. This training plus further experience should prepare graduates to become office managers, accounting supervisors, and to fill other responsible positions in a business firm.

**ACCOUNTING
PROGRAM CODE T-016**

Hours Per Week
Quarter
Class **Lab** **Hours**
Credit

Fall Quarter

ENG 101R	Grammar	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting	2	3	3
BUS 120	Accounting	3	2	4
BUS 111	Business Mathematics	5	0	5
		20	5	22

Winter Quarter

ENG 102	Composition	3	0	3
ECO 102	Economics	5	0	5
BUS 103	Typewriting	2	3	3
BUS 115	Business Law	5	0	5
BUS 121	Accounting	3	2	4
		18	5	20

Spring Quarter

ENG 103	Report Writing	3	0	3
ECO 104	Economics	3	0	3
BUS 116	Business Law	5	0	5
BUS 122	Accounting	3	2	4
BUS 123	Business Finance	5	0	5
		19	2	20

Fall Quarter

EDP 104	Introduction to Data Processing	3	2	4
BUS 110	Office Machines	2	3	3
ENG 206	Business Communication	3	0	3
BUS 222	Intermediate Accounting	3	2	4
BUS 235	Business Management	5	0	5
		16	7	19

Winter Quarter

ENG 204	Fundamentals of Speech	5	0	5
BUS 211	Office Machines	2	3	3
BUS 223	Intermediate Accounting	3	2	4
BUS 229	Taxes	3	2	4
BUS 271	Office Management	3	0	3
		16	7	19

Spring Quarter

SSC 201	Social Science	3	0	3
PSY 206	Applied Psychology	3	0	3
BUS 225	Cost Accounting <i>Prerequisite Bus 233</i>	3	2	4
BUS 224	Intermediate Accounting	3	2	4
BUS 247	Business Insurance	5	0	5
		17	4	19

Minimum No. of Clock Hrs. Required for Graduation – 1,496

Minimum No. of Credit Hrs. Required for Graduation – 119



Agricultural Science

Purpose

The Agricultural Science curriculum is designed to prepare persons in the scientific, technical, and managerial concepts of farm and agricultural enterprise operations.

The program emphasizes the management and operation of farms. Courses are included to prepare the person to perform most of the repairs and installation of buildings and equipment, as well as perform electrical, construction, and irrigation requirements pertaining to the farm operation. Additional courses include those which prepare for planning, financing, marketing, and long-range forecasting of the farm enterprise.

Job Description

Graduates from this curriculum will be qualified to operate and manage their own farm enterprise. In addition, opportunities can exist in selling agricultural products, managing farm supply stores and inspecting farm products.

**AGRICULTURAL SCIENCE
PROGRAM CODE T-126**

		Hours Per Week	Quarter Hours	
		Class	Lab	Credit
First Quarter				
AGR 101A	Farm Tractors I	3	3	4
AGR 102	Farm Business Management	2	0	2
AGR 104	Swine Feeding and Management	2	0	2
		7	3	8
Second Quarter				
AGR 101B	Farm Tractors II	0	6	2
AGR 105	Pastures and Forage Crops	2	0	2
AGR 109	Soil Science	2	0	2
		4	6	6
Third Quarter				
AGR 106A	Techniques of Welding I	3	3	4 +
AGR 107	Farm Accounting and Records	2	0	2
AGR 108	Beef Production	2	0	2
		7	3	8
Fourth Quarter				
AGR 106B	Techniques of Welding II	0	6	2 +
AGR 117	Feeds and Feeding Farm Animals	2	0	2
AGR 118	Feed Grain Crops	2	0	2
		4	6	6
Fifth Quarter				
AGR 114A	Farm Electrification I	3	3	4
AGR 121	Weed Identification and Control	2	0	2
AGR 123	Ornamental Horticulture	2	0	2
		7	3	8
Sixth Quarter				
AGR 114B	Farm Electrification II	0	6	2
AGR 124	Plant Propagation	2	0	2
AGR 126	Farm Forest Management	2	0	2
		4	6	6
Seventh Quarter				
AGR 122A	Farm Machinery Repair and Maintenance I	3	3	4
AGR 130	Pesticides	2	0	2
AGR 131	Soybean Production	2	0	2
		7	3	8
Eighth Quarter				
AGR 122B	Farm Machinery Repair and Maintenance II	0	6	2
AGR 139	Fertilizers and Lime	2	0	2
AGR 142	Agriculture Finance	2	0	2
		4	6	6

				Hours Per Week	Quarter Hours	
				Class	Lab	Credit
Ninth Quarter						
AGR 128A	Farm and Home Construction I		3	3	4	
AGR 138	Farm Records and Taxes		2	0	2	
AGR 144	Opportunities in Agriculture Business		2	0	2	
			7	3	8	

Tenth Quarter

AGR 128B	Farm and Home Construction II	0	6	2
AGR 134	Tobacco Production	2	0	2
AGR 140	Vegetable Production	2	0	2
		4	6	6

Eleventh Quarter

AGR 141	Surveying I	3	3	4
AGR 136	Agricultural Math	2	0	2
AGR 143	New Sources of Farm Income	2	0	2
		7	3	8

Twelfth Quarter

AGR 133	Farm Water and Plumbing Systems	3	3	4
AGR 132	Livestock Diseases and Parasites	2	0	2
AGR 135	Agricultural Law	2	0	2
		7	3	8

Elective

AGR 137	Farm and Home Appliance Repair	3	9	6
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*To qualify for the Associate in Applied Science Degree, students meet the following requirements:

- 1 Regular college entrance requirements, including placement tests.
2. The satisfactory completion of a minimum of 18 to 22 hours of general education in addition to the appropriate technical courses will lead to an Associate in Applied Science Degree. The manner in which the 18 to 22 quarter hours of credit is to be distributed is indicated below:

I. English—A minimum of 12 quarter hours credit from the following courses:

ENG 101R	Grammar	5	0	5
ENG 102	Composition	3	0	3
ENG 103	Report Writing	3	0	3
ENG 204	Fundamentals of Speech	5	0	5

II. Social Science — A minimum of 6 quarter hours credit from the following courses:

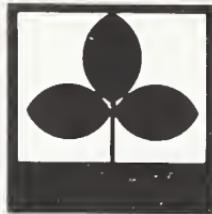
SSC 201	Social Science	3	0	3
PSY 206	Applied Psychology	3	0	3

Minimum No. of Clock Hrs. Required for Graduation — 1,650

Maximum No. of Clock Hrs. Required for Graduation — 1,694

Minimum No. of Credit Hrs. Required for Graduation — 110

Maximum No. of Credit Hrs. Required for Graduation — 114



Agricultural Science and Mechanization

SPECIAL FARM COOPERATIVE PROGRAM FOR VETERANS

Purpose

This curriculum provides a training program for developing the basic knowledge and skills needed for the successful operation and management of a general farming program involving crops and livestock. There is a growing scarcity of young men trained in basic agriculture science and mechanics. Larger farming operations require more mechanization and tremendous outlays of capital; thus, the need for trained farmers becomes increasingly critical. The objective of this curriculum is to provide the managerial and operative training needed for successful farm operation.

Job Description

Students who complete the training in the General Agriculture and Mechanics program are trained to manage and operate a farm. In addition he should be able to perform most of the repairs to buildings and equipment as well as perform the necessary electrical, construction, and plumbing requirements pertaining to the farm operation.

*This program is designed for military veterans who qualify as farmers under Public Law 90-77, usually referred to as the G. I. Bill; however, any qualified student may enroll to complete the associate degree.

**AGRICULTURAL SCIENCE
AND MECHANIZATION
PROGRAM CODE T-017**

		Hours Per Week	Quarter Hours
		Class	Lab

First Quarter

AGR 101A	Farm Tractors I	3	3	4
AGR 102	Farm Business Management	2	0	2
AGR 104	Swine Feeding and Management	2	0	2
		7	3	8

Second Quarter

AGR 101B	Farm Tractors II	0	6	2
AGR 105	Pastures and Forage Crops	2	0	2
AGR 109	Soil Science	2	0	2
		4	6	6

Third Quarter

AGR 106A	Techniques of Welding I	3	3	4
AGR 107	Farm Accounting and Records	2	0	2
AGR 108	Beef Production	2	0	2
		7	3	8

Fourth Quarter

AGR 106B	Techniques of Welding II	0	6	2
AGR 117	Feeds and Feeding Farm Animals	2	0	2
AGR 118	Feed Grain Crops	2	0	2
		4	6	6

Fifth Quarter

AGR 114A	Farm Electrification I	3	3	4
AGR. 121	Weed Identification and Control	2	0	2
AGR 123	Ornamental Horticulture	2	0	2
		7	3	8

Sixth Quarter

AGR 114B	Farm Electrification II	0	6	2
AGR 124	Plant Propagation	2	0	2
AGR 126	Farm Forest Management	2	0	2
		4	6	6

Seventh Quarter

AGR 122A	Farm Machinery Repair and Maintenance I	3	3	4
AGR 130	Pesticides	2	0	2
AGR 131	Soybean Production	2	0	2
		7	3	8

Eighth Quarter

AGR 122B	Farm Machinery Repair and Maintenance II	0	6	2
AGR 139	Fertilizers and Lime	2	0	2
AGR 142	Agriculture Finance	2	0	2
		4	6	6

		Hours Per Week	Quarter Hours	Quarter Credit
		Class	Lab	

Ninth Quarter

AGR 128A	Farm and Home Construction I	3	3	4
AGR 138	Farm Records and Taxes	2	0	2
AGR 144	Opportunities in Agriculture Business	2	0	2
		7	3	8

Tenth Quarter

AGR 128B	Farm and Home Construction II	0	6	2
AGR 134	Tobacco Production	2	0	2
AGR 140	Vegetable Production	2	0	2
		6	6	6

Eleventh Quarter

AGR 141	Surveying I	3	3	4
AGR 136	Agricultural Math	2	0	2
AGR 143	New Sources of Farm Income	2	0	2
		7	3	8

Twelfth Quarter

AGR 133	Farm Water and Plumbing Systems	3	3	4
AGR 132	Livestock Diseases and Parasites	2	0	2
AGR 135	Agricultural Law	2	0	2
		7	3	8

Minimum No. of Clock Hrs. Required for Graduation – 1,320

Minimum No. of Credit Hrs. Required for Graduation – 86



Business Administration

Introduction

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this state, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level.

Purpose

The Business Administration curriculum is designed to prepare the graduate for employment and immediate effectiveness in many types of administrative and management trainee positions throughout the industrial community. The objectives of the Business Administration curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations;
2. Understanding our economy through study and analysis of the role of production and marketing;
3. Knowledge in specific elements of accounting, finance, and business law;
4. Understanding and skill in effective communication for business;
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

Job Description

The graduates of the Business Administration curriculum may enter a variety of career opportunities from beginning sales or office manager trainee to specialized duties in production, quality control, or inventory control. The duties and responsibilities of these graduates vary in different firms. These encompassments might include: Making up and filing reports; tabulating and posting data; credit and billing; checking calculations; adjusting complaints; operating various office machines; and assisting managers in supervising. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist and travel industry, insurance, transportation, and communications.

**BUSINESS ADMINISTRATION
PROGRAM CODE T-018**

Hours Per Week	Quarter		
Class	Lab	Hours	Credit

Fall Quarter

ENG	101R	Grammar	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	102	Typewriting	2	3	3
BUS	120	Accounting	3	2	4
BUS	111	Business Mathematics	5	0	5
			20	5	22

Winter Quarter

Winter Quarter			3	0	3
ENG	102	Composition	5	0	5
ECO	102	Economics	2	3	3
BUS	103	Typewriting	5	0	5
BUS	115	Business Law	3	2	4
BUS	121	Accounting	18	5	20

Spring Quarter

Spring Quarter					
ENG	103	Report Writing	3	0	3
ECO	104	Economics	3	0	3
BUS	116	Business Law	5	0	5
BUS	122	Accounting	3	2	4
BUS	123	Business Finance	5	0	5
			19	2	20

Fall Quarter

Full Quarter:	Code	Subject	Hours	ECTS	ECTS
EDP	104	Introduction to Data Processing	3	2	4
BUS	110	Office Machines	2	3	3
ENG	206	Business Communication	3	0	3
BUS	125	Personal Finance	5	0	5
BUS	235	Business Management	5	0	5
			<u>18</u>	<u>5</u>	<u>20</u>

Winter Quarter

Winter Quarter			5	0	5
ENG	204	Fundamentals of Speech			
BUS	211	Office Machines	2	3	3
BUS	229	Taxes	3	2	4
BUS	271	Office Management	3	0	3
BUS	232	Sales Development	5	0	5
			18	5	20

Spring Quarter

Spring Quarter					
SSC	201	Social Science	3	0	3
PSY	206	Applied Psychology	3	0	3
BUS	233	Personnel Management & Supervision	5	0	5
BUS	241	Sales Promotion & Advertising	5	0	5
BUS	247	Business Insurance	5	0	5
			21	0	21

Minimum No. of Clock Hrs. Required for Graduation - 1,496

Minimum No. of Credit Hrs. Required for Graduation - 123 ✓

Sincerely,

General Office Technology

Introduction

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

Purpose

The General Office Technology curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in Mathematics, Accounting, Business Law, and Applied Psychology.

Job Description

The graduate of the General Office Technology curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

**GENERAL OFFICE TECHNOLOGY
PROGRAM CODE T-033**

Hours Per Week *Quarter*
Class *Lab* *Hours*
Credit

Fall Quarter

ENG 101R	Grammar	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting	2	3	3
BUS 111	Business Mathematics	5	0	5
		17	3	18

Winter Quarter

ENG 102	Composition	3	0	3
BUS 103	Typewriting	2	3	3
BUS 115	Business Law	5	0	5
BUS 120	Accounting	3	2	4
		13	5	15

Spring Quarter

ENG 104R	Executive Spelling	3	0	3
BUS 104	Typewriting	2	3	3
BUS 112	Filing	3	2	4
BUS 121	Accounting	3	2	4
		11	7	14

Fall Quarter

ENG 201R	Advanced Grammar	5	0	5
ENG 206	Business Communications	3	0	3
EDP 104	Introduction to Data Processing	3	2	4
BUS 205	Advanced Typewriting	2	3	3
BUS 110	Office Machines	2	3	3
		15	8	18

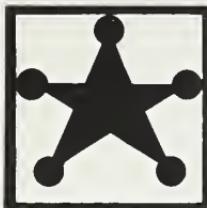
Winter Quarter

BUS 214	Secretarial Procedures	3	2	4
ENG 204	Fundamentals of Speech	5	0	5
BUS 211	Office Machines	2	3	3
BUS 229	Taxes	3	2	4
		13	7	16

Spring Quarter

SSC 201	Social Science	3	0	3
PSY 206	Applied Psychology	3	0	3
BUS 109R	Machine Transcription	2	3	3
PSY 112	Personal Development	3	0	3
BUS 183	Terminology, Vocabulary, & Punctuation	5	0	5
		16	3	17

Minimum No. of Clock Hrs. Required for Graduation — 1,298
 Minimum No. of Credit Hrs. Required for Graduation — 98



Police Science Technology

Introduction

It is recognized today that the police profession can no longer rely on its past methodology in recruitment, training, and performance in the field. The complexities of modern society require that law enforcement officers to be knowledgeable in a number of areas. A law enforcement officer must have an understanding of human psychology in order to arbitrate domestic quarrels and properly handle deviant behavior. His deep involvement with the entire administration of justice necessitates an understanding of law. He must have an understanding of the behavior, attitudes, and motivations of various ethnic groups. The law enforcement officer must understand emergency procedures and be prepared to administer aid to injured and ill individuals.

A law enforcement officer must be expert in his daily work area; he must develop a competency in investigative techniques, patrol and traffic functions, court procedures, police management, forensic science, and the mechanics of arrest, search, and seizure.

Above all, the law enforcement officer must understand the meaning and value of ethical concepts relating to honesty, integrity, and tolerance.

Description of Curriculum

This curriculum will assist the student in acquiring the necessary understandings required of law enforcement officers by modern society. The approach is both theoretical and practical, with course work which covers all areas of the practical, theoretical, and technical application of law enforcement techniques. The courses in this curriculum are designed for law enforcement officers, prospective law enforcement officers, and citizens interested in the crime problem. Classes are scheduled so that they can be taken by law enforcement officers during their off-duty hours. The degree of Associate in Applied Science in Police Science Technology will be awarded upon successful completion of this curriculum.

**POLICE SCIENCE TECHNOLOGY
PROGRAM CODE T-064**

Hours Per Week
Quarter Hours

Class **Lab** **Credit**

Fall Quarter

✓ Eng	101R	Grammar	5	0	5
✓ BUS	111	Business Mathematics	5	0	5
✓ PSC	101	Introduction to Police Science	5	0	5
✓ PSY	207	Applied Psych. for Law Enf. Personnel	4	0	4
✓ PSC	102	Motor Vehicle Laws	<u>3</u>	<u>0</u>	<u>3</u>
			<u>22</u>	<u>0</u>	<u>22</u>

Winter Quarter

✓ ENG	102	Composition	3	0	3
✓ PSC	220	Police Organization and Administration	3	0	3
✓ PSC	105	Introduction to Criminology	5	0	5
✓ POL	102	United States Government	3	0	3
✓ SOC	201	Introduction to Sociology	<u>5</u>	<u>0</u>	<u>5</u>
			<u>19</u>	<u>0</u>	<u>19</u>

Spring Quarter

ENG	204	Fundamentals of Speech	5	0	5
✓ POL	202	State & Local Government	5	0	5
✓ HEA	102	First Aid & Safety	3	0	3
PSC	106	Identification Techniques	3	2	4
PSC	110	Police Role in Crime & Delinquency	<u>3</u>	<u>0</u>	<u>3</u>
			<u>19</u>	<u>2</u>	<u>20</u>

Fall Quarter

✓ ENG	103	Report Writing	3	0	3
		* Elective		**	
✓ PSC	115	Criminal Law I	3	0	3
✓ PSC	201	Traffic Planning & Management	5	0	5
✓ PSC	221	Police Supervision	<u>3</u>	<u>0</u>	<u>3</u>
			<u>17</u>	<u>2</u>	<u>18</u>

Winter Quarter

PSC	116	Criminal Law II	3	0	3
		* Elective		**	
✓ PSC	211	Introduction to Criminalistics	3	2	4
✓ PSC	225	Criminal Procedure	2	0	2
✓ PSC	217	Laws of Arrest, Search, and Seizure	<u>5</u>	<u>0</u>	<u>5</u>
			<u>16</u>	<u>4</u>	<u>18</u>

Spring Quarter

✓ PSC	240	Firearms & Defensive Tactics	3	2	4
✓ PSC	210	Criminal Investigation	3	4	5
✓ PSC	205	Criminal Evidence	3	0	3
✓ PSY	103	Adolescent Psychology	3	0	3
PSC	230	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			<u>15</u>	<u>6</u>	<u>18</u>

			Hours Per Week	Quarter Hours	
			Class	Lab	Credit
Electives					
PSC	212	Forensic Science	3	2	4
PSC	208	Applied Police Psychology	3	0	3
PSC	202	Police Community Relations	2	0	2
BUS	102	Beginning Typewriting	2	3	3
✓PSC	219	Administration of Justice	5	0	5
PSC	250	Individual Study	3	0	3
PSC	241	Firearms Practice I	0	3	1

* Electives are predetermined by Police Science Advisory Committee and faculty recommendations.

**3, 4, or 5 credit hours. The combination of electives must total at least eight credit hours.

Minimum No. of Clock Hrs. Required for Graduation – 1,320

Minimum No. of Credit Hrs. Required for Graduation – 115



Secretarial - Executive

Introduction

The tremendous business and industrial expansion throughout North Carolina has placed even greater demands on operating executives. Because of these demands, increased emphasis has been placed on the requirements for more and better qualified stenographers and executive secretaries to relieve the manager of routine administrative matters.

Purpose

The purpose of this curriculum is to outline a program of instruction that will provide training in secretarial procedures and practices required by business office managers and insure that graduates of this course will be immediately effective upon accepting employment in a business office.

The objectives of the Executive Secretarial curriculum are to develop the following competencies:

1. Skill in typing, dictation, transcription, and business terminology;
2. Special training in accounting, business mathematics, business law, and office machines;
3. Understanding and skill in the effective use of communications, human relations and personality, and social science in business functions.

Job Description

The graduate of the Executive Secretarial curriculum will qualify for a variety of positions requiring skill in dictation, accurate transcription of business letters and reports, general knowledge of the business community, and may be employed as a stenographer or executive secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The executive secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. The graduate may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

**SECRETARIAL – EXECUTIVE
PROGRAM CODE T-030**

Hours Per Week *Quarter*
Class *Lab* *Hours*
Credit

Fall Quarter

ENG 101R	Grammar	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting	2	3	3
BUS 106	Shorthand	3	2	4
BUS 111	Business Mathematics	5	0	5 ✓
		20	5	22

Winter Quarter

ENG 102	Composition	3	0	3
BUS 103	Typewriting	2	3	3
BUS 107	Shorthand	3	2	4
BUS 115	Business Law	5	0	5
BUS 120	Accounting	3	2	4
		16	7	19

Spring Quarter

ENG 104R	Executive Spelling	3	0	3
BUS 104	Typewriting	2	3	3
BUS 108	Shorthand	3	2	4
BUS 121	Accounting	3	2	4
		11	7	14

Fall Quarter

EDP 104	Introduction to Data Processing	3	2	4
BUS 110	Office Machines	2	3	3
BUS 205	Advanced Typewriting	2	3	3
BUS 206	Dictation and Transcription	3	2	4
ENG 206	Business Communication	3	0	3
		13	10	17

Winter Quarter

BUS 214	Secretarial Procedures	3	2	4
ENG 204	Fundamentals of Speech	5	0	5
BUS 207	Dictation and Transcription	3	2	4
BUS 211	Office Machines	2	3	3
BUS 229	Taxes	3	2	4
		16	9	20

Spring Quarter

BUS 112	Filing	3	2	4
BUS 183	Terminology, Vocabulary and Punctuation	5	0	5
SSC 201	Social Science	3	0	3
BUS 208	Dictation and Transcription	3	2	4
PSY 112	Personal Development	3	0	3
		17	4	19

Minimum No. of Clock Hrs. Required for Graduation – 1,485

Minimum No. of Credit Hrs. Required for Graduation – 111



Secretarial - Legal

Introduction

The demand for better qualified legal secretaries in our ever-expanding legal profession throughout the state is becoming more acute. Qualified legal secretaries will relieve the attorney of routine administrative matters.

Purpose

The purpose of the Legal Secretarial curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The objectives of the Legal Secretarial curriculum are to develop the following competencies:

1. Skill in typing, dictation, transcription, and legal terminology;
2. Special training in accounting, business mathematics, business law, and office machines;
3. Understanding and skill in the effective use of communications, human relations and personality, and social science in legal functions.

Job Description

The graduate of the Legal Secretarial curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda, and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments.

**SECRETARIAL – LEGAL
PROGRAM CODE T-031**

Hours Per Week
Quarter
Class **Lab** **Hours**
Credit

Fall Quarter

ENG 101R	Grammar	5	0	5
BUS 111	Business Mathematics	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting	2	3	3
BUS 106	Shorthand	3	2	4
		20	5	22

Winter Quarter

ENG 102	Composition	3	0	3
BUS 103	Typewriting	2	3	3
BUS 107	Shorthand	3	2	4
BUS 115	Business Law	5	0	5
BUS 120	Accounting	3	2	4
		16	7	19

Spring Quarter

ENG 104R	Executive Spelling	3	0	3
BUS 104	Typewriting	2	3	3
BUS 108	Shorthand	3	2	4
BUS 116	Business Law	5	0	5
BUS 121	Accounting	3	2	4
		16	7	19

Fall Quarter

ENG 206	Business Communication	3	0	3
EDP 104	Introduction to Data Processing	3	2	4
BUS 110	Office Machines	2	3	3
BUS 205	Advanced Typewriting	2	3	3
✓ BUS 206L	Dictation & Transcription (Legal)	3	2	4
		13	10	17

Winter Quarter

ENG 204	Fundamentals of Speech	5	0	5
BUS 214	Secretarial Procedures	3	2	4
✓ BUS 207L	Dictation & Transcription (Legal)	3	2	4
BUS 211	Office Machines	2	3	3
BUS 229	Taxes	3	2	4
		16	9	20

Spring Quarter

SSC 201	Social Science	3	0	3
BUS 112	Filing	3	2	4
✓ BUS 183L	Term., Vocabulary, & Punctuation (Legal)	5	0	5
✓ BUS 208L	Dictation & Transcription (Legal)	3	2	4
PSY 112	Personal Development	3	0	3
		17	4	19

Minimum No. of Clock Hrs. Required for Graduation – 1,540

Minimum No. of Credit Hrs. Required for Graduation – 116



Secretarial - Medical

Introduction

The recent expansion of existing medical facilities in Robeson County and the increasing number of physicians practicing in this area have created a demand for qualified medical stenographers and secretaries which far exceeds the supply of trained personnel. Qualified medical secretaries will relieve the physician of routine administrative matters.

Purpose

The purpose of this curriculum is to outline a program of instruction that will provide training in secretarial procedures and practices required by the physicians and hospital administrators and insure that graduates of this course will be immediately effective upon accepting employment in a medical office.

The objectives of the Medical Secretarial curriculum are to develop the following competencies:

1. Skill in typing, dictation, transcription, and medical terminology;
2. Special training in accounting, business mathematics, business law, and office machines;
3. Understanding and skill in the effective use of communications, human relations and personality, and social science in medical functions.

Job Description

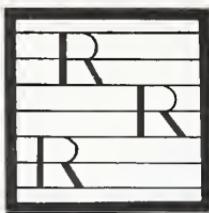
The graduate of the Medical Secretarial curriculum will qualify for a variety of positions requiring skill in dictation, accurate transcription of business and medical letters, medical reports, general knowledge of the medical office operation, and may be employed as a medical stenographer or secretary. Medical stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The medical secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, making appointments, screening telephone calls, and being an assistant to the physician. She may enter a secretarial position in a variety of offices in hospitals, medical supply houses, physicians' offices and clinics.

**SECRETARIAL – MEDICAL
PROGRAM CODE T-032**

SECRETARIAL - MEDICAL PROGRAM CODE T-032			Hours Per Week		Quarter Hours
			Class	Lab	Credit
Fall Quarter					
ENG	101R	Grammar	5	0	5
BUS	111	Business Mathematics	5	0	5
BUS	102	Typewriting	2	3	3
BUS	101	Introduction to Business	5	0	5
BUS	106	Shorthand	3	2	4
			20	5	22
Winter Quarter					
ENG	102	Composition	3	0	3
BUS	103	Typewriting	2	3	3
BUS	107	Shorthand	3	2	4
BUS	120	Accounting	3	2	4
BUS	115	Business Law	5	0	5
			16	7	19
Spring Quarter					
ENG	104R	Executive Spelling	3	0	3
BUS	104	Typewriting	2	3	3
BUS	108	Shorthand	3	2	4
BUS	121	Accounting	3	2	4
BUS	116	Business Law	5	0	5
			16	7	19
Fall Quarter					
BIO	110	Anatomy	3	0	3
BUS	206M	Dictation & Transcription (Medical)	3	2	4
BUS	205	Advanced Typewriting	2	3	3
BUS	110	Office Machines	2	3	3
EDP	104	Introduction to Data Processing	3	2	4
			13	10	17
Winter Quarter					
BUS	207M	Dictation & Transcription (Medical)	3	2	4
BUS	229	Taxes	3	2	4
BUS	211	Office Machines	2	3	3
ENG	204	Fundamentals of Speech	5	0	5
BUS	214	Secretarial Procedures	3	2	4
			16	9	20
Spring Quarter					
BUS	208M	Dictation & Transcription (Medical)	3	2	4
PSY	112	Personal Development	3	0	3
BUS	183M	Term., Vocabulary, & Punctuation (Medical)	5	0	5
BUS	112	Filing	3	2	4
SSC	201	Social Science	3	0	3
			17	4	19

Minimum No. of Clock Hrs. Required for Graduation – 1,540

Minimum No. of Credit Hrs. Required for Graduation – 116



Teacher Associate

Purpose

The teaching profession is a very involved one and a profession that requires specialists and general practitioners. This curriculum is designed to provide a course of study for individuals who have the desire and capability to work with primary and elementary school-age children in the specialized area of reading, under the supervision of the classroom teacher.

Job Description

The job of the Teacher Associate is to provide support for and instruction in programs of reading education. Specifically, the Teacher Associate will be trained to assist in:

Teaching — instructing large and small groups, grouping students, selecting appropriate materials, keeping records, and performing other duties associated with reading instruction.

Evaluating — administering teacher-made and commercial tests, interpreting diagnostic information, assessing student progress, identifying and referring to specialists those students with symptoms of specific disabilities.

Communicating — interacting continuously with students, teachers, parents, principals, central office administrators, support personnel, and other constituencies in the community.

Teacher Associate curriculum is a 13 quarter Associate in Applied Science Degree Program.

**TEACHER ASSOCIATE
PROGRAM CODE T-088**

Hours Per Week

Quarter Hours Credit

Class

Lab

First Quarter (Fall)

✓ ENG	101R	Grammar	5	0	5
EDU	150	Role of Teacher Associate	5	0	5
EDU	115	Language Arts for Children	3	0	3
			<u>13</u>	<u>0</u>	<u>13</u>

Second Quarter (Winter)

✓ RED	101	Introduction to Reading Education	3	0	3
✓ ENG	102	Composition	3	0	3
✓ PSY	115	Human Growth and Development	5	0	5
			<u>11</u>	<u>0</u>	<u>11</u>

Third Quarter (Spring)

✓ ENG	204	Fundamentals of Speech	5	0	5
✓ PSY	101	Introduction to Psychology	5	0	5
			<u>10</u>	<u>0</u>	<u>10</u>

Fourth Quarter (Summer)

EDU	203	Exceptional Children	3	0	3
SOC	201	Principles of Sociology	5	0	5
ENG	217	Children's Literature	3	0	3
			<u>11</u>	<u>0</u>	<u>11</u>

Fifth Quarter (Fall)

RED	102	Methods, Materials, and Techniques of Teaching Reading I	5	6	7
			<u>5</u>	<u>6</u>	<u>7</u>

Sixth Quarter (Winter)

RED	103	Methods, Materials, and Techniques of Teaching Reading II	5	6	7
			<u>5</u>	<u>6</u>	<u>7</u>

Seventh Quarter (Spring)

EDU	234	Audiovisual Instruction	3	3	4
RED	201	Organization and Administration of Reading Programs	3	6	4
			<u>6</u>	<u>6</u>	<u>8</u>

Eighth Quarter (Summer)

RED	202	Evaluation of Reading Programs, Teaching Materials and Achievement	4	3	5
PSY	215	Interpersonal Relationships and Communication	3	0	3
			<u>7</u>	<u>3</u>	<u>8</u>

			Hours Per Week	Quarter
			Class	Hours
			Lab	Credit
Ninth Quarter (Fall)				
RED	204	Seminar and Practice in Reading Education I	2	6
HEA	201	Personal Health and First Aid	5	0
			<u>7</u>	<u>6</u>
				<u>9</u>
Tenth Quarter (Winter)				
RED	203	Reading in Content Areas	3	6
SOC	108	Community Resources	3	0
			<u>6</u>	<u>6</u>
				<u>8</u>
Eleventh Quarter (Spring)				
RED	205	Seminar and Practice in Reading Education II	2	6
✓	BUS	102 Typewriting I	2	3
			<u>4</u>	<u>9</u>
				<u>7</u>
Twelfth Quarter (Summer)				
RED	206	Supervised Internship in Reading Education	4	30
			<u>4</u>	<u>30</u>
				<u>14</u>

Minimum No. of Clock Hrs. Required for Graduation – 1,771

Minimum No. of Credit Hrs. Required for Graduation – 113

Vocational Diploma Programs



Vocational Diploma Information

In a rapidly changing world of engineering and technologies, one must not lose sight of the growing need for skilled craftsmen. These craftsmen must acquire the technical knowledge of the occupation and be able to perform the necessary skills to meet successfully the increasing demands required in the vocational areas.

Robeson Technical Institute offers a series of vocational programs with emphasis on manipulative and mental skills applicable to a particular program for which a student is enrolled. These programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

Trade courses require four or seven quarters of participation for students on a full-time basis.

A diploma is awarded at the successful completion of all course work of a program.

Programs of Study

Air Conditioning and Refrigeration	Machinist
Automotive Body Repair	Masonry
Automotive Mechanics	Practical Nursing
Carpentry	Radio, Television, and Electronic Servicing
Cosmetology	Small Gasoline Engine and Equipment Repair
Electrical Installation and Maintenance	Welding
Electrical Installation and Maintenance (Advanced Diploma)	



Air Conditioning, Heating and Refrigeration

Introduction

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use has "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems of cooling and heating. The food industry is requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

Purpose

This curriculum is designed to give the students practical knowledge that will enable them to become capable servicemen in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal, and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

Job Description

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment; connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels; tests systems, observes pressure and vacuum gauges, and adjusts controls to insure proper operation.

**AIR CONDITIONING AND REFRIGERATION
PROGRAM CODE V-024**

Hours Per Week
Quarter
Hours
Class *Lab* *Shop* *Credit*

Fall Quarter

X	AHR 1121	Principles of Refrigeration	3	0	12	7
	MAT 1101	Fundamentals of Mathematics	5	0	0	5
	PHY 1101	Applied Science (Air Conditioning Related)	3	2	0	4✓
*	DFT 1116	Blueprint Reading (Air Conditioning Related)	2	0	3	3
			<u>13</u>	<u>2</u>	<u>15</u>	<u>19</u>

Winter Quarter

	ENG 1101	Reading Improvement	5	0	0	5✓
X	AHR 1122	Domestic and Commercial Refrigeration	3	0	12	7
✓	AHR 1127	Intro. To Automatic Controls	5	0	0	5
	PHY 1102	Applied Science (Air Conditioning Related)	3	2	0	4✓
			<u>16</u>	<u>2</u>	<u>12</u>	<u>21</u>

Spring Quarter

	ENG 1102	Communication Skills	3	0	0	3✓
X	AHR 1123	Principles of Air Conditioning	3	0	9	6
X	AHR 1128	Automatic Controls	3	0	6	5
*	PSY 1101	Human Relations	3	0	0	3✓
	WLD 1103	Basic Gas Welding	0	0	3	1
			<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>

Summer Quarter

	AHR 1124	Air Conditioning and Refrigeration Servicing	3	0	6	5
	AHR 1126	All Year Comfort Systems	3	0	6	5
	MEC 1120	Duct Construction and Maintenance	3	0	6	5
	BUS 1103	Small Business Operations	3	0	0	3✓
			<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>

Minimum No. of Clock Hrs. Required for Graduation – 1,320

Minimum No. of Credit Hrs. Required for Graduation – 76



Automotive Body Repair

Purpose

The field of automotive body repair and painting needs many more well-trained people to meet the growing demand. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Practical experience and related training prepare the student for entry into an occupation that offers many job opportunities.

Job Description

Graduates of the Auto Body Repair curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work, these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen remove, cut, fit and install glass. This type of employment includes reading and interpreting blueprints, service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen may open their own businesses or become body shop foremen, supervisors, or managers.

**AUTOMOTIVE BODY REPAIR
PROGRAM CODE V-001**

		Hours Per Week			Quarter Hours
		Class	Lab	Shop	Credit
Fall Quarter					
WLD 1103-A	Basic Gas Welding	2	0	3	3
ENG 1101	Reading Improvement	5	0	0	5
AUT 1111	Auto Body Repair	<u>5</u>	<u>0</u>	<u>15</u>	<u>10</u>
		<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>
Winter Quarter					
PSY 1101	Human Relations	3	0	0	3
WLD 1104	Basic Arc Welding	2	0	3	3
PHY 1101	Applied Science	3	2	0	4
AUT 1112	Auto Body Repair	<u>3</u>	<u>0</u>	<u>15</u>	<u>8</u>
		<u>11</u>	<u>2</u>	<u>18</u>	<u>18</u>
Spring Quarter					
MAT 1101	Fundamentals of Mathematics	5	0	0	5
WLD 1105	Auto Body Welding	2	0	3	3
AUT 1113	Metal Finishing and Painting	<u>5</u>	<u>0</u>	<u>15</u>	<u>10</u>
		<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>
Summer Quarter					
BUS 1103	Small Business Operations	3	0	0	3
AUT 1115	Trim, Glass and Radiator Repair	1	0	6	3
AUT 1114	Body Shop Applications	<u>2</u>	<u>0</u>	<u>18</u>	<u>8</u>
		<u>6</u>	<u>0</u>	<u>24</u>	<u>14</u>

Minimum No. of Clock Hrs. Required for Graduation – 1,331

Minimum No. of Credit Hrs. Required for Graduation – 68



Automotive Mechanics

Introduction

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses, and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Purpose

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, adjust, and repair automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. General objectives of the Automotive Mechanics curriculum are to develop the following competencies:

1. Understanding of the principles of operation of the internal combustion engine to include mathematics and physics as they apply.
2. Develop ability to read and understand blueprints, sketches, and drawings of all automotive systems.
3. Introduction to welding for automotive mechanics.
4. Knowledge of human relations, business communications, and an introduction to small business operations.

Job Description

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas, they may also service tractors, marine engines, and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They are responsible for the use of shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. In larger shops, mechanics may specialize in one particular area; i.e. engine tuneups, transmissions, power equipment, etc.

**AUTOMOTIVE MECHANICS
PROGRAM CODE V-003**

	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit

Fall Quarter

MAT 1101	Fundamentals of Mathematics			5	0	0	5	✓
DFT 1101	Schematics and Diagrams (Engines, Measurements, and Tools)			3	2	0	4	
PME 1101	Internal Combustion Engines			5	0	15	10	
				13	2	15	19	

Winter Quarter

ENG 1101	Reading Improvement			5	0	0	5	✓
PHY 1101	Applied Science (Automotive Related)			3	2	0	4	✓
DFT 1102	Schematic and Diagrams (Electrical and Fuel Systems)			3	2	0	4	
PME 1102	Engine Electrical and Fuel Systems			3	0	12	7	
				14	4	12	20	

Spring Quarter

ENG 1102	Communication Skills			3	0	0	3	✓
PHY 1102	Applied Science (Automotive Related)			3	2	0	4	
PSY 1101	Human Relations			3	0	0	3	✓
AUT 1121	Automotive Braking Systems			2	0	3	3	
AUT 1123	Automotive Chassis and Suspension Systems			2	0	12	6	
				13	2	15	19	

Summer Quarter

BUS 1103	Small Business Operation			3	0	0	3	✓
AHR 1101	Automotive Air Conditioning			1	0	6	3	
AUT 1124	Automotive Power Train Systems			3	0	12	7	
WLD 1101	Basic Welding (Introduction)			2	0	3	3	
				9	0	21	16	

Minimum No. of Clock Hrs. Required for Graduation – 1,320

Minimum No. of Credit Hrs. Required for Graduation – 74



Carpentry

Introduction

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

Purpose

The Carpentry curriculum is designed to provide the essential training in, and knowledge of the basic carpentry skills which will allow the graduate to be immediately effective upon entering the trade. Additional objectives of the Carpentry curriculum are to develop the following competencies:

1. Skill in the use and maintenance of hand and power tools;
2. Blueprint reading, methods of construction, carpentry mathematics, and building codes;
3. Understanding of the principles of layout, concrete form construction, scaffolding, cabinetmaking and millwork, and finishing.

Job Description

The carpenter constructs, erects, installs, and repairs structures and fixtures of wood, plywood, wallboard and other materials, using carpenters' hand tools and power tools to conform to local building codes. He is required to use blueprints, sketches, or building plans for information pertaining to type of material, dimensions, layout and design of structure, and method of construction.

CARPENTRY
PROGRAM CODE V-007

Fall Quarter

MAT 1112	Building Trades Math	5	0	0	5
CAR 1101	Carpentry: Tools, Processes, and Introduction to Framing	4	0	21	11

Hours Per Week	Quarter Hours		
Class	Lab	Shop	Credit

9	0	21	16
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Winter Quarter

ENG 1101	Reading Improvement	5	0	0	5
DFT 1110	Blueprint Reading (Building Trades Related)	3	2	0	4
MAT 1113	Building Trades Math	5	0	0	5
CAR 1102	Carpentry: Framing	3	0	12	7

16	2	12	21
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Spring Quarter

ENG 1102	Communication Skills	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
CAR 1103	Carpentry: Finishing	4	0	15	9
DFT 1111	Blueprint Reading and Sketching	3	2	0	4

13	2	15	19
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Summer Quarter

BUS 1103	Small Business Operations	3	0	0	3
CAR 1114	Building Codes	3	0	0	3
CAR 1104	Carpentry: Cabinetmaking	4	0	15	9
CIV 1101	Introduction to Surveying	2	0	3	3

12	0	18	18
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Minimum No. of Clock Hrs. Required for Graduation – 1,320

Minimum No. of Credit Hrs. Required for Graduation – 74



Cosmetology

Introduction

Cosmetologists advise men and women on problems of make-up, diet, care of the hair, skin, hands, and nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles.

Purpose

The Cosmetology curriculum is designed to prepare the student for employment in the field of cosmetology. Instruction and practice are provided in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

Job Description

A variety of job opportunities are available with cosmetic firms, beauty salons, department stores, etc.

**COSMETOLOGY
PROGRAM CODE V-009**

COSMETOLOGY PROGRAM CODE V-009		Hours Per Week		Quarter Hours Credit
		Class	Lab	
Fall Quarter				
COS 1101	Introduction to Cosmetology	9	0	9 ✓
COS 1102	Mannequin Practice	3	21	10 ✓
		12	21	19
Winter Quarter				
ENG 1102	Communication Skills	3	0	3
COS 1103	Theory of Cosmetology	9	0	9 ✓
COS 1104	Cosmetology Skills	3	21	10 ✓
		15	21	22
Spring Quarter				
COS 1105	Theory of Cosmetology	9	0	9 ✓
COS 1106	Cosmetology Skills	3	21	10 ✓
PSY 1101	Human Relations	3	0	3 ✓
		15	21	22
Summer Quarter				
COS 1107	Salon Management	9	0	9
COS 1108	Advanced Hairdressing	3	21	10
		12	21	19
Elective Quarter				
COS 1199	Cosmetology for Graduates	0	12	4

**Minimum No. of Clock Hrs. Required for Graduation – 1,518
Minimum No. of Credit Hrs. Required for Graduation – 82**

1500 hours *Mr. Shadell*
accept

~~See John 3:18~~ Dear Lettuce you're going to
be moved to first. You will
need to let Eddie & Sam & know.
Change our address of
because it effects our family first
and it's hard to see it.



Electrical Installation and Maintenance

Introduction

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. More and more tradesmen are required each year to replace those leaving the industry. It is expected that the demand for electrical tradesmen will continue to increase during the 1970's. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

Purpose

This curriculum will provide a training program which will give the graduate a basic knowledge of electricity and the fundamentals and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction, which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

Job Description

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial areas. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motors and motor control systems; industrial electronic control systems; business procedures, organization, and practices; and communicative skills.

**ELECTRICAL INSTALLATION
AND MAINTENANCE
PROGRAM CODE V-018**

		Hours Per Week				Quarter
		Class	Lab	Shop	Credit	Hours
Fall Quarter						
MAT	1115	Electrical Mathematics	5	0	0	5
ELC	1124	Residential Wiring	5	0	15	10
✓DFT	1110	Blueprint Reading (Building Trades Related)	3	2	0	4
			13	2	15	19
Winter Quarter						
ENG	1101	Reading Improvement	5	0	0	5
DFT	1113	Blueprint Reading (Electrical Related)	3	2	0	4
PHY	1101	Applied Science (Electrical Related)	3	2	0	4
ELC	1112	Direct and Alternating Currents	6	0	9	9
			17	4	9	22
Spring Quarter						
MAT	1116	Electrical Mathematics	5	0	0	5
ENG	1102	Communication Skills	3	0	0	3
PSY	1101	Human Relations	3	0	0	3
ELC	1113	Direct and Alternating Current: Motors and Controls	4	0	15	9
			15	0	15	20
Summer Quarter						
BUS	1103	Small Business Operations	3	0	0	3
ELC	1125	Commercial and Industrial Wiring	9	0	18	15
			12	0	18	18

Minimum No. of Clock Hrs. Required for Graduation – 1,320
Minimum No. of Credit Hrs. Required for Graduation – 79



Electrical Installation and Maintenance (Advanced Diploma)

(Entry into this program requires successful completion of the first four quarters and the recommendation of the instructor.)

Introduction

This program has been designed to meet the increasing needs of industry for the highly skilled craftsmen in the electrical field. Due to rapid advances in technology, the industrial electrician must have a much wider knowledge of electrical theory, blueprint reading, and the operation and maintenance of special equipment.

Purpose

The graduate of this program will have a detailed knowledge of electricity, blueprint reading, the National Electrical Code, the operation of electrical equipment, tools, and test equipment. He will be able to design and install circuits that utilize both conventional and solid state equipment.

Job Description

The graduate of this program will be prepared to enter the electrical trade in residential, commercial, or the industrial field. He will be capable of installation of all types of motors and control systems. He will understand schematic circuit diagrams and the use of instruments in checking these circuits. He will be able to inspect and maintain all types of electrical equipment.

ADVANCED ELECTRICAL PROGRAM CODE V-018

		Hours Per Week	Quarter Hours Credit
	Class	Lab	Shop
ELC 1114 Direct and Alternating Current	3	0	12
ELC 1126 National Electrical Code	5	0	0
ELC 1132 Electrical Maintenance	2	0	9
	10	0	21
			17

Fall Quarter

ELC 1114 Direct and Alternating Current	3	0	12	7
ELC 1126 National Electrical Code	5	0	0	5
ELC 1132 Electrical Maintenance	2	0	9	5

Winter Quarter

ELC 1133 Electrical Maintenance	1	0	9	4
ELC 1121 Electrical Control Systems	6	0	9	9
ELC 1127 National Electrical Code	5	0	0	5

Spring Quarter

ELN 1131 Basic Industrial Electronics	3	0	6	5
ELC 1134 Electrical Project	1	0	15	6
PHY 1102 Applied Science (Electrical Related)	3	2	0	4

Minimum No. of Clock Hrs. Required for Graduation — 1,001

Minimum No. of Credit Hrs. Required for Graduation — 50



Machinist

Introduction

This curriculum was prepared to meet a definite need for training of machinists. Surveys completed in North Carolina show that many of the existing industries lack time and facilities for training enough machinists to meet present and planned needs. Expanding industries already located in our State and new industries under development invariably express the need for skilled craftsmen who have the background knowledge and potential to advance.

Purpose

This guide is designed to give learners the opportunity to acquire basic skills and the related technical information necessary to gain employment and build a profitable career in the machine shop industry.

Job Description

The machinist is a skilled metal worker who shapes metal parts by using machine tools and hand tools. His training and experience enable him to plan and carry through all the operations needed in turning out a machined product and to switch readily from one kind of product to another. A machinist is able to select the proper tools and material required for each job and to plan the cutting and finishing operations in their proper order so that he can complete the finished work according to blueprint or written specifications. He makes standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining. He often uses precision measuring instruments such as micrometers and gauges to measure the accuracy of his work to thousandths of an inch.

This skilled worker must be able to set up and operate most types of machine tools. The machinist also must know the composition of metals so that he can heat and quench cutting tools and parts to improve machinability. His wide knowledge enables him to turn a block metal into an intricate precise part.

**MACHINIST
PROGRAM CODE V-032**

	<i>Hours Per Week</i>			<i>Quarter Hours</i>
	<i>Class</i>	<i>Lab</i>	<i>Shop</i>	<i>Credit</i>

Fall Quarter

MEC 1101	Machine Shop Theory and Practice	3	0	12	7	✓
MAT 1101	Fundamentals of Mathematics	5	0	0	5	
DFT 1104	Blueprint Reading (Mechanical Related)	3	2	0	4	
PHY 1101	Applied Science (Mechanical Related)	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>	
		14	4	12	20	

Winter Quarter

ENG 1101	Reading Improvement	5	0	0	5	✓
MEC 1102	Machine Shop Theory and Practice	3	0	12	7	
MAT 1123	Machinist Mathematics	3	2	0	4	
DFT 1105	Blueprint Reading (Mechanical Related)	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>	
		14	4	12	20	

Spring Quarter

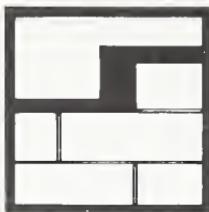
ENG 1102	Communication Skills	3	0	0	3	✓
MEC 1103	Machine Shop Theory and Practice	4	0	15	9	
MEC 1115	Heat Treatment of Metals	2	0	3	3	
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		12	0	18	18	

Summer Quarter

MEC 1104	Machine Shop Theory and Practice	2	0	15	7	
MEC 1117	Machine Repair	2	0	3	3	
WLD 1101	Basic Welding	2	0	3	3	
BUS 1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		9	0	21	16	✓

Minimum No. of Clock Hrs. Required for Graduation — 1,320

Minimum No. of Credit Hrs. Required for Graduation — 74



Masonry

Introduction

Masons are the craftsmen in the building trades that work with artificial stone, brick, concrete masonry units and stone. During the past decade there has been a steady increase in the demand for these craftsmen. As building construction continues to increase, the demand for bricklayers, cement masons, and stone masons will also increase.

Purpose

The Masonry curriculum is designed to provide the essential training in and knowledge of the basic masonry skills which will allow the graduate to be immediately effective upon entering the trade. Additionally, other objectives of the Masonry curriculum are to develop the following competencies:

1. Blueprint reading and job layout;
2. Understanding and appreciation of masonry mathematics;
3. Skill and understanding of masonry estimating;
4. Develop speed and accuracy required in actual construction.

Job Description

The duties and responsibilities of masons include job layout from blueprints, foundation preparation, and laying of brick, block, tile, and stone in residential and commercial construction. After gaining experience in the various types of the masonry trade along with leadership training, it is possible for the tradesman to become a foreman, inspector, and eventually a contractor.

**MASONRY
PROGRAM CODE V-070**

	<i>Hours Per Week</i>			<i>Quarter Hours</i>
	<i>Class</i>	<i>Lab</i>	<i>Shop</i>	<i>Credit</i>

Fall Quarter

MAT 1112	Building Trades Math	5	0	0	5
MAS 1101	Bricklaying	4	0	21	11
		9	0	21	16

Winter Quarter

DFT 1110	Blueprint Reading (Building Trades Related)	3	2	0	4
ENG 1101	Reading Improvement	5	0	0	5
MAT 1113	Building Trades Math	5	0	0	5
MAS 1102	Bricklaying	3	0	12	7
		16	2	12	21

Spring Quarter

ENG 1102	Communication Skills	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
MAS 1103	General Masonry	6	0	18	12
		12	0	18	18

Summer Quarter

CIV 1101	Introduction to Surveying	2	0	3	3
MAS 1104	General Masonry	4	0	18	10
BUS 1103	Small Business Operations	3	0	0	3
		9	0	21	16

Minimum No. of Clock Hrs. Required for Graduation — 1,320

Minimum No. of Credit Hrs. Required for Graduation — 71



Nurses' Assistant

Introduction

Current trends in the health care field recognize the needs for various types and levels of health workers with common effects upon the patient, family, and community. This program is designed to augment and develop the awareness and understanding of the role of nurses' assistant in the health field.

Qualified students are selected on the basis of demonstrated interest for nursing, as evidenced by pre-entrance tests, interviews with various nursing faculty, and institute officials. Students must meet general admission requirements of the institute. Graduates will be non-licensed health care workers who work under the direction of a licensed nurse.

Purpose

The Pre-Nursing Nurses' Assistant is a two-quarter program devoted to instruction in basic theory and skills in basic nursing care and procedures. A basic knowledge of anatomy and physiology is incorporated. Effective interpersonal relationships and communications, and the moral, legal, and ethical responsibilities of the Nurses' Assistant is included. Attention is focused on the role of the Nurses' Assistant as a member of the nursing care team. Basic care and procedures are practiced in the clinical setting with direct supervision.

Evaluation of student performance consists of testing of all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. Students must maintain admirable personal characteristics with a desire to serve and help individuals; and students are encouraged to be responsible citizens of the community.

Job Description

The Nurses' Assistant is prepared to function in convalescent and subacutely ill patient care. He or she is trained in the accurate observations and reporting of objective aspects of patient management. The graduate is prepared to carry out routine aspects of ward management. The graduate will function in an assisting role to the licensed nurse.

**NURSES' ASSISTANT
PROGRAM CODE V-099**

	Hours Per Week			Quarter
	Class	Clinical/ Lab	Hours Credit	
First Quarter				
NUR 051	Pre-Nursing I	5	10	10
MAT 036	Math	3	2	4
ENG 022	English-Reading	<u>3</u>	<u>2</u>	<u>5</u>
		11	14	19

Second Quarter

NUR 052	Pre-Nursing II	3	14	10
MAT 037	Math	2	0	2
ENG 026	Communications	3	0	3
SCI 011	Science	<u>3</u>	<u>0</u>	<u>3</u>
		11	14	18

Minimum No. of Clock Hrs. Required for Certificate — 550

Minimum No. of Credit Hrs. Required for Certificate — 37

*4. Total clock & clinical
instructors need to set out offset for
this program.*



Practical Nursing

Introduction

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the North Carolina Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education throughout the state.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations.

Graduates of accredited programs of Practical Nurse Education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

Purpose

The aim of the Practical Nurse Education program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Throughout the one-year program the student is expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, interpersonal relations, and use of good judgment.

Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

A graduate of the Licensed Practical Nurse program will have suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and to help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

Job Description

The Licensed Practical Nurse is prepared to function in a variety of situations; hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

PRACTICAL NURSING PROGRAM CODE V-038

	Hours Per Quarter	Contact Hours Per Quarter	Quarter Credit
Class	Lab	Clinic	

Fall Quarter

NUR 1101 Fundamentals of Practical Nursing	55	42	*60	157	200	8
NUR 1102 Body Structure & Function	55	28	0	83	60	6
MAT 1105 Math for Nurses	55	0	0	55	18	5
ENG 1101 Reading Improvement	55	0	0	55	18	5
	220	70	*60	350	200	24

Winter Quarter

NUR 1107 Medical Surgical Nursing	44	22	264	330	920	13
NUR 1111 Drug Administration	11	11	0	22	22	2
NUR 1105 Nutrition	33	0	0	33	60	3
	88	33	264	385	1000	18

Spring Quarter

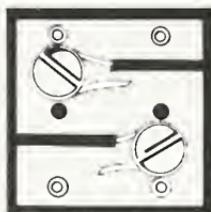
NUR 1110 Medical Surgical Nursing	77	22	176	275	13
PSY 1101 Human Relations	33	0	0	33	3
NUR 1115 Emerg. & Disaster Nursing	33	0	0	33	3
	143	22	176	341	19

Summer Quarter

NUR 1108 Obstetric-Pediatric Nursing	50	20	240	310	370	14
NUR 1116 Vocational Adjustment	20	0	0	20	20	2
NUR 1120 Nursing Skills Seminar	20	0	0	20	20	2
	90	20	240	350	390	18

Minimum No. of Clock Hrs. Required for Graduation — 1,426

Minimum No. of Credit Hrs. Required for Graduation — 79



Radio, Television and Electronic Servicing

Introduction

Within recent years, improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifiers, and stereophonic sound equipment. These developments require expanded knowledge and skill of the individual who would qualify as a competent and up-to-date serviceman.

Purpose

This curriculum guide provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television, and sound amplifier system. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

Job Description

A radio and television serviceman may be required to install, maintain, and service amplitude modulated and frequency modulated home and auto radios, transistorized radios, monochrome and color television sets, intercommunication, public address and paging systems, high fidelity and stereophonic amplifiers, record players, and tape recorders.

His work will require meeting the public both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

**RADIO, TELEVISION,
AND ELECTRONIC SERVICING
PROGRAM CODE V-042**

Hours Per Week **Quarter**
Class **Lab** **Hours**
Credit

Fall Quarter

MAT 1115	Electrical Mathematics	✓ 5	0	5 ✓ ✓
ENG 1101	Reading Improvement	✓ 5	0	5 ✓ ✓
ELC 1112R	Direct and Alternating Current	✓ 8	12	12 ✓ ✓

18 12 22

Winter Quarter

MAT 1116	Electrical Mathematics	✓ 5	0	5 ✓ ✓
ELN 1122	Vacuum Tubes and Electronic Circuits	5	12	9
ELN 1123	Amplifier Systems	2	6	4

12 18 18

Spring Quarter

ENG 1102	Communication Skills ✓	3	0	3
ELN 1126	Transistor Theory and Electronic Circuits	3	9	6
ELN 1125	Radio and Black & White Television Receiver Servicing	3	9	6
PSY 1101	Human Relations ✓	✓ 3	0	3

12 18 18

Summer Quarter

ELN 1127	Television Receiver Circuits & Servicing	9	18	15
BUS 1103	Small Business Operations	✓ 3	0	3

12 18 18

Minimum No. of Clock Hrs. Required for Graduation – 1,320

Minimum No. of Credit Hrs. Required for Graduation – 76



Small Gasoline Engine and Equipment Repair

Introduction

Complexity in small engines increases each year because of scientific discovery and new engineering. The demand for repairmen in this occupation is increasing at a very fast rate. Small engines consists of motors from 1½ H.P. to 200 H.P. Such motors need skilled mechanics to maintain and service them.

This program provides training for mechanics through classroom instruction, laboratory experiments, and shop practice.

Purpose

The student learns to locate the cause of trouble in small engines using appropriate hand tools and instruments; dismantles engines and examines them for defects; replaces or repairs parts; such as rings and bearings, using the proper tools. The student also learns to clean and adjust carburetors, magnetos, and ignition systems. The repaired engines are started and performance tested. Engines are replaced on machines using small engine power.

The curriculum is planned to allow for three options in the field of small engine and equipment repair. Instruction will be provided on universal, multi-purpose engines, marine outboard engines, and motorcycle engines.

Job Description

The trained small engine mechanic is prepared to maintain and repair lawn mowers, garden tractors, outboard motors, and motorcycles.

**SMALL GASOLINE ENGINE
AND EQUIPMENT REPAIR
PROGRAM CODE V-077**

*Hours Per Week Quarter
Class Lab Shop Hours
Credit*

Fall Quarter

MAT 1101	Fundamentals of Mathematics	5	0	0	5
PME 1150	Engine Rebuilding	5	0	15	10
PME 1140	Manufacturer Specifications	5	0	0	5
		15	0	15	20

Winter Quarter

ENG 1101	Reading Improvement	5	0	0	5
PHY 1101	Applied Science (Small Engines Related)	3	2	0	4
PME 1151	Electrical and Fuel Systems	3	0	12	7
WLD 1101	Basic Welding	2	0	3	3
		13	2	15	19

Spring Quarter

ENG 1102	Communication Skills	3	0	0	3
PHY 1102	Applied Science (Small Engines Related)	3	2	0	4
PSY 1101	Human Relations	3	0	0	3
PME 1160	Marine Outboard Engines or	4	0	15	9
PME 1162	Motorcycle Engines	4	0	15	9
		13	2	15	19

Summer Quarter

PME 1158	Equipment Repair	3	0	6	5
PME 1161	Marine Outboard Engines or	3	0	18	9
PME 1163	Motorcycle Engines	3	0	18	9
		6	0	24	14

Minimum No. of Clock Hrs. Required for Graduation – 1,320

Minimum No. of Credit Hrs. Required for Graduation – 72



Welding

Introduction

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The field of welding offers a person prestige, security, and a future of continuous employment with steady advancement. It offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop, and many others.

Purpose

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

Objectives of the Welding curriculum are to develop the following competencies:

1. Understanding the principles of operation of oxyacetylene, arc, and inert gas welding;
2. Thorough development of all manual welding skills and related testing, inspection, and certification practices;
3. Understanding of the physics and mathematics applicable to welding.
4. Ability to read and interpret blueprints, drawings, mechanical patterns, and sketches;
5. Knowledge of human relations and business communication.

Job Description

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principle duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

**WELDING
PROGRAM CODE V-050**

	<i>Hours Per Week</i>			<i>Quarter Hours</i>
	<i>Class</i>	<i>Lab</i>	<i>Shop</i>	<i>Credit</i>

Fall Quarter

✓ PHY 1101	Applied Science (Welding Related)			3	2	0	4
DFT 1106	Blueprint Reading (Welding Related)			3	2	0	4
✓ WLD 1120	Oxyacetylene Welding & Cutting			5	0	15	10
				11	4	15	18

Winter Quarter

ENG 1101	Reading Improvement			5	0	0	5
MAT 1101	Fundamentals of Mathematics			5	0	0	5
WLD 1121	Arc Welding			3	0	9	6
DFT 1117	Blueprint Reading & Pattern Dev.			2	2	0	3
WLD 1112	Mechanical Testing & Certification Practices			1	0	3	2
				16	2	12	21

Spring Quarter

PSY 1101	Human Relations			3	0	0	3
WLD 1126	Advanced Arc Welding			2	0	15	7
✓ WLD 1123	Inert Gas Welding			2	0	3	3
DFT 1118	Pattern Development & Sketching			2	0	3	3
				9	0	21	16

Summer Quarter

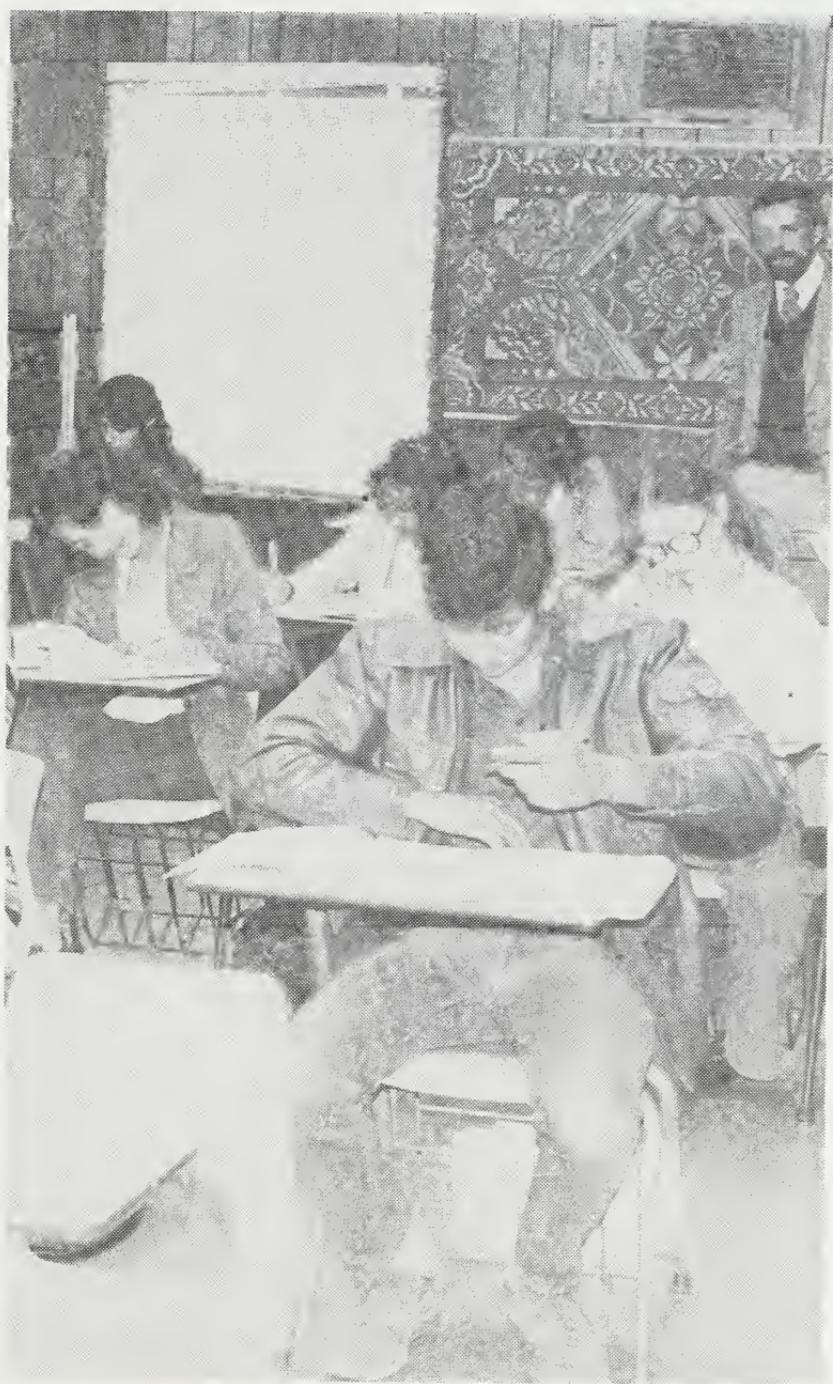
WLD 1124	Pipe Welding			4	0	12	8
WLD 1122	Commercial & Industrial Practices			3	0	6	5
MEC 1112	Machine Shop Processes			2	0	3	3
				9	0	21	16

Minimum No. of Clock Hrs. Required for Graduation — 1,320

Minimum No. of Credit Hrs. Required for Graduation — 71



Certificate Programs



Developmental Studies

General Information

The Developmental Studies Program is an integrated, student-centered program of instruction offered to prepare students for admission to more advanced programs. It is designed to help develop the basic skills necessary to succeed in many of the programs of the institute.

A student enters the developmental program after a close analysis of his high school transcript, test scores, and other information on his level of achievement. Generally, a student enrolls in developmental studies for one of the following reasons:

1. He did not take enough high school courses in that particular area;
2. He performed poorly in those courses and desires to increase his overall proficiency;
3. He has forgotten most of the material studied in high school.

This program is designed to help meet the individual's need for the world of work or to permit him to select a curriculum consistent with his performance. Students may spend from one quarter to three quarters in the Developmental Studies Program. **Certificates are awarded to students who successfully complete all courses in this program.**

Introduction

The need often exists to provide specialized or directed studies for students having academic deficiencies which prevent them from entering regular curriculum programs. These weaknesses usually exist in the areas of mathematics, science, and language arts.

Purpose

The Developmental Studies curriculum is designed to provide instruction in mathematics, science, and language arts appropriate to the level on which the student enters the program. Additionally, the curriculum provides an opportunity for the student to audit courses in other curriculum programs in order that he can determine his interest in and the aptitudes necessary for entrance into his desired program.

In cases where the student does not attain a level of academic proficiency to enter regular curriculum programs, he will be counseled and every effort will be made to assist him in finding employment.

**DEVELOPMENTAL STUDIES
PROGRAM CODE V-099**

Hours Per Week

	Class	Lab	Quarter Hours Credit
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Fall Quarter

ENG 001	Communication Skills (Oral)	3	0	3
MAT 001	General Math	3	2	4
ENG 005	Reading	3	2	4
MET 001	Methods of Study	<u>2</u>	<u>0</u>	<u>2</u>
		<u>11</u>	<u>4</u>	<u>13</u>

Winter Quarter

ENG 002	Grammar	3	2	4
MAT 002	General Math	3	2	4
ENG 006	Reading	3	2	4
AUD 001	Elective Audit	<u>0</u>	<u>0</u>	<u>0</u>
		<u>9</u>	<u>6</u>	<u>12</u>

Spring Quarter

ENG 003	Composition	3	0	3
MAT 003	Consumer Math or	3	2	4
MAT 003A	Diversified Math	3	0	3
ENG 007	Reading	3	2	4
SSC 001	Government	3	0	3
AUD 002	Elective Audit	<u>0</u>	<u>0</u>	<u>0</u>
		<u>12</u>	<u>2</u>	<u>13</u>
		or 4	or 14	

Summer Quarter

PSY 001	Human Relations	3	0	3
VOC 001	Vocational Selection	3	0	3
ENG 008	Reading	3	2	4
BUS 001	Introduction to Business Programs or	2	3	3
OCU 001	Independent Study	<u>3</u>	<u>0</u>	<u>3</u>
		<u>11</u>	<u>2</u>	<u>13</u>
		or 12	or 5	

Minimum No. of Clock Hrs. Required for Certificate — 627

Minimum No. of Credit Hrs. Required for Certificate — 51



Degree, Diploma and Certificate Course Descriptions



Degree, Diploma and Certificate Course Descriptions

The following section provides a brief description for each course listed in the previous section. Courses are listed alphabetically by prefix and arranged in ascending order by number (e.g., BUS 101, BUS 110, BUS 205, ENG 101, etc.).

Credit hours are based upon 50-minute periods and are earned in the following categories: One lecture period equals one credit hour; two lab periods equal one credit hour; three shop periods equal one credit hour.

The numbers given on the right side of the page (3, 9, 6) indicate the following: First number gives the hours per week of lecture; second number gives the hours per week of laboratory or shop; and the third number indicates the quarter hours credit for that one course.

AGR 101A&B Farm Tractors, I & II	3	9	6	
A study of farm tractors including gas and diesel engines. Units to be studied include engines, ignition, electrical, braking, cooling and transmission systems.				
AGR 102 Farm Business Management	2	0	2	
A review of the functions of the manager of a business firm and the problems of farm operators. Development of the concepts of costs and budgets as an aid in choosing what to produce. An analysis of the factors of production to find the least cost production procedure. Data will be analyzed to select the level of production that yields the highest net revenue. Relationships between size, efficiency, and gross farm income and net farm income will be stressed.				
AGR 104 Swine Feeding and Management	2	0	2	
A study of the scientific methods of selecting, breeding, feeding, and management of swine. Special attention will be given to housing and marketing.				
AGR 105 Pastures and Forage Crops	2	0	2	
A study of the major grasses and legumes of economic importance in North Carolina. Attention will be given to management, soil types, fertilization, harvesting, and nutrient value.				
AGR 106A&B Techniques of Welding, I & II	3	9	6	
This course will cover both arc and gas welding. The safe and correct methods of assembling and operating welding equipment will be stressed. Welded joints and flame cutting are discussed and practiced in various positions that are applicable to mechanical repair work and steel fabrication. Care, maintenance, and selection of welding equipment and supplies are applied in this course.				

AGR 107 Farm Accounting and Records	2	0	2
An introductory course to accounting methods related to farm needs which acquaints the student with terminology, basic principles and techniques used in recording transactions. Practical application of the principles learned are made by working with actual farm situations.			
AGR 108 Beef Production	2	0	2
A study of the principles of selecting, breeding, feeding, care and management of beef cattle.			
AGR 109 Soil Science	2	0	2
This course deals with the development, classification, evaluation and management of soils; care, cultivation, and conservation of soil fertilization.			
AGR 114A&B Farm Electrification, I & II	3	9	6
A study of basic principles of wiring farm buildings and the application of electricity to agriculture production.			
AGR 117 Feeds and Feeding Farm Animals	2	0	2
A study of the composition of feeds, feed additives, and the nutritional requirements of livestock. The course includes a study of the principles used in the formulation of practical and economical livestock rations.			
AGR 118 Feed Grain Crops	2	0	2
This course stresses the value of scientific methods in the production of corn, oats, wheat, barley and sorghum. Varieties, soils, fertilization, cultivation, harvesting and utilization are included.			
AGR 121 Weed Identification and Control	2	0	2
A study dealing with the identification and control of annual and perennial weeds and grasses of economic importance in North Carolina.			
AGR 122A&B Farm Machinery Repair and Maintenance, I & II	3	9	6
This course emphasizes the proper care of farm machinery and the economic value of proper servicing and management. All kinds of farm machinery will be utilized and the student will develop skills through actual demonstrations and shop practice.			
AGR 123 Ornamental Horticulture	2	0	2
A study of the principles of care and selection of plants, shrubs, trees and grasses for the home landscape. Field trips and demonstrations will be utilized in the development of skills and practices needed in landscape planning.			

AGR 124 Plant Propagation	2	0	2
The various means of plant reproduction are scientifically studied. Special attention is given to the propagation of shrubs for the home landscape plan.			
AGR 126 Farm Forest Management	2	0	2
A course dealing with the fundamentals of forestry and farm forestry problems, including planting, thinning, harvesting and marketing.			
AGR 128A&B Farm and Home Construction, I & II	3	9	6
This course deals with the fundamentals of farm carpentry, fences, concrete and masonry. Part of the course gives students an opportunity to learn and practice home construction projects such as kitchen cabinets.			
AGR 130 Pesticides	2	0	2
A study of the beneficial and harmful insects affecting farm production in North Carolina and the methods of control.			
AGR 131 Soybean Production	2	0	2
Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.			
AGR 132 Livestock Diseases and Parasites	2	0	2
A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control.			
AGR 133 Farm Water and Plumbing Systems	3	9	6
This course is a study of the farm water needs and waste disposal. Attention is given to planning and installing the system and its proper care and maintenance.			
AGR 134 Tobacco Production	2	0	2
This course discusses the production practices that are relevant to flue-cured tobacco in North Carolina. Emphasized will be plant bed practices and field production — machinery, cultural practices, fertilization, harvesting and marketing.			
AGR 135 Agricultural Law	2	0	2
A general course designed to acquaint the student with certain fundamentals and principles of law, including contracts, agency and negotiable instruments. Includes the general study of law pertaining to partnership, corporations, sales, suretyship, bailments, and real property.			

AGR 136 Agricultural Math	2 0 2
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.	
AGR 137 Farm and Home Appliance Repair	3 9 6
This course teaches the student how to repair all home appliances with emphasis on commonly used electrical appliances and machines in the home or on the farm.	
AGR 138 Farm Records and Taxes	2 0 2
This is a study of the records necessary to properly complete a tax form and the procedures and skills needed for income tax computations.	
AGR 139 Fertilizers and Lime	2 0 2
A review of the source, function, and the use of the major and minor plant food elements; commercial fertilizer ingredients; soil acidity, liming materials; application of fertilizer and liming materials.	
AGR 140 Vegetable Production	2 0 2
This course stresses the production practices involved in land care and use for vegetable farming. Emphasis will be placed on harvesting and marketing.	
AGR 141A&B Surveying, I & II	3 9 6
Theory and practice of elementary plane surveying including horizontal measurements, differential and profile leveling, cross sections, earth-work computations, transit, stadia, and transit-tape surveys.	
AGR 142 Agriculture Finance	2 0 2
Analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit. A review of lending institutions, repayment, schedules, and credit instruments. Practice in the procedure of evaluating farm resources with attention to information needed for valuation, appraisal forms and procedures, discounting and depreciation.	
AGR 143 New Sources of Farm Income	2 0 2
This is a study of new areas of production that are not in practice in the student's present farming program. The farm enterprise system will be analyzed and new enterprises suggested.	
AGR 144 Opportunities in Agriculture Business	2 0 2
This course presents the opportunities for part or full-time employment in farm-related occupations. Agriculture businesses such as feeds and fertilizers as well as farm custom machinery work are considered.	

AHR 1101 Automotive Air Conditioning	1	6	3
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.			
AHR 1121 Principles of Refrigeration	3	12	7
An introduction to the principles of refrigeration terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.			
AHR 1122 Domestic and Commercial Refrigeration	3	12	7
Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigeration, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods are made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.			
Prerequisite: AHR 1121.			
AHR 1123 Principles of Air Conditioning	3	9	6
Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.			
Prerequisite: AHR 1122.			
AHR 1124 Air Conditioning and Refrigeration Servicing	3	6	5
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.			
Prerequisite: AHR 1123.			

AHR 1126 All Year Comfort Systems	3	6	5
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion, valves, systems of de-icing coils, and electric wiring and controls are included in the study.			
Prerequisites: AHR 1123, AHR 1128.			
AHR 1127 Intro. to Automatic Controls	5	0	5
An introduction to various types of automatic, electric, and pneumatic controls utilized for domestic and commercial cooling and heating units. Primary emphasis on design and function.			
AHR 1128 Automatic Controls	3	6	5
Major emphasis will be placed on the installation, repair, and servicing of types of automatic controls in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.			
Prerequisites: AHR 1122 and AHR 1127.			
ART 101 Art Appreciation	5	0	5
A course to establish an understanding of art, to develop an appreciation for the relationship between art and man, and to study art in a cultural environment.			
AUD 001 and AUD 002 Elective Audit	0	0	0
Designed to develop independence in decision-making of career choice through observation and participation in vocational and technical areas of interest			
AUT 1111 Auto Body Repair	5	15	10
Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present-day vehicles. Application of the basic principles of straightening, aligning, and painting of damaged areas.			
AUT 1112 Auto Body Repair	3	15	8
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquisition of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting.			
AUT 1113 Metal Finishing and Painting	5	15	10
Development of the skill of shrinking stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids, fitting and aligning, painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools.			

AUT 1114 Body Shop Applications	2 18 8
General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. Application of all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.	
AUT 1115 Trim, Glass and Radiator Repair	1 6 3
Methods of removing and installing interior trim; cutting, sewing, and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. A thorough study of the engine cooling system, repairing and replacing damaged cooling system components. Tests to insure normal engine cooling operation.	
AUT 1121 Automotive Braking Systems	2 3 3
A complete study of various braking systems employed in automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.	
AUT 1123 Automotive Chassis and Suspension Systems	2 12 6
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.	
AUT 1124 Automotive Power Train Systems	3 12 7
Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.	
BIO 101 Biology I	3 2 4
This course is designed to familiarize the individual student with the basic principles of life. Emphasis is placed upon matter and energy, cell physiology, and cellular reproduction, genetics, evolution and ecology.	
BIO 102 Biology II	3 2 4
This course will acquaint the student with the plant and animal kingdoms. An application of the principles acquired in BIO 101 will be utilized to give the student an appreciation of nature, the plants and animals, and their relationships.	
Prerequisite: BIO 101.	
BIO 110 Anatomy	3 0 3
An introductory study of anatomy and functions of the human body and its systems, with emphasis upon the interrelatedness of these functions and processes. Thorough coverage of terminology used in day-to-day situations in a medical office.	

BUS 001 Introduction to Business Programs 2 3 3
A skilled development course designed to acquaint the student with the touch method of operating the typewriter and the calculating machine. Work will be performed on the electric typewriter, the printing calculator, and the electronic calculator. Mastery of the keyboards of these machines is minimum acceptable performance.

BUS 101 Introduction to Business 5 0 5
A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

BUS 102 Typewriting 2 3 3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

BUS 103 Typewriting 2 3 3
Designed to improve speed and accuracy with continued emphasis on subjects taught in BUS 102.
Prerequisite: BUS 102.

BUS 104 Typewriting 2 3 3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.
Prerequisite: BUS 103 or the equivalent.
Speed requirement, 40 words per minute for five minutes.

BUS 106 Shorthand 3 2 4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 107 Shorthand 3 2 4
Continued study of theory with greater emphasis on dictation and elementary transcription.
Prerequisite: BUS 106 or the equivalent.

BUS 108 Shorthand 3 2 4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.
Prerequisite: BUS 107.

BUS 101	Introduction to Business	5	0	5
A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.				
BUS 102	Typewriting	2	3	3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.				
BUS 103	Typewriting	2	3	3
Designed to improve speed and accuracy with continued emphasis on subjects taught in BUS 102.				
Prerequisite: BUS 102.				
BUS 104	Typewriting	2	3	3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.				
Prerequisite: BUS 103 or the equivalent.				
Speed requirement, 40 words per minute for five minutes.				
BUS 106	Shorthand	3	2	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.				
BUS 107	Shorthand	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription.				
Prerequisite: BUS 106 or the equivalent.				
BUS 108	Shorthand	3	2	4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.				
Prerequisite: BUS 107.				
BUS 109R	Machine Transcription	2	3	3
A beginning course in developing the skill of transcribing at the typewriter materials appropriate to the various business and professional offices in which the student may eventually be employed. The objective of the course is accuracy and comprehension, and the student will be expected to complete a minimum of fifty typewritten business forms without error.				
Prerequisite: BUS 205, BUS 211.				

BUS 110 Office Machines 2 3 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisites: BUS 103 (SS & GOT)

BUS 111 Business Mathematics 5 0 5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

BUS 112 Filing 3 2 4

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides, Alphabetic, Geographic, Subject, Soundex, and Dewey Decimal Filing.

BUS 115 Business Law 5 0 5

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

BUS 116 Business Law 5 0 5

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: BUS 115.

BUS 120 Accounting 3 2 4

Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

BUS 121 Accounting 3 2 4

Continuation of accounting principles learned in BUS 120 with detailed emphasis on notes, deferrals, accruals. Includes a study of current and fixed assets with special attention to receivables, inventory and plant assets.

Prerequisite: BUS 120, BUS 111.

BUS 122 Accounting 3 2 4

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: BUS 121.

BUS 123 Business Finance	5 0 5
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.	
BUS 125 Personal Finance	5 0 5
An introduction to the management of property and income of an individual. A discussion of the various problems relating to the acquisition, enjoyment and valuation of properties, earnings, savings and expenditures for making personal financial decisions.	
BUS 183E-L-M Term., Vocabulary & Punctuation	5 0 5
A course to develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.	
BUS 205 Advanced Typewriting	2 3 3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents. Prerequisite: BUS 104. Speed requirement, 50 words per minute for five minutes.	
BUS 206E-M-L Dictation & Transcription	3 2 4
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar materials at varying rates of speed. Minimum dictation of 100 words per minute required for five minutes on new materials. Prerequisite: BUS 108.	
BUS 207E-M-L Dictation & Transcription	3 2 4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: BUS 206E-M-L.	
BUS 208E-M-L Dictation & Transcription	3 2 4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: BUS 207E-M-L.	

BUS 211 Office Machines 2 3 3

Instructions in the operation of the bookkeeping-accounting machines, and the dictating and transcribing machines.

Prerequisite: BUS 110.

BUS 214 Secretarial Procedures 3 2 4

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: BUS 205.

BUS 222 Intermediate Accounting 3 2 4

This course is designed to provide a gradual transition from the introductory course in accounting to the more rigorous professional level of analysis. The earlier part of this course constitutes an overview of the accounting process, including the development of accounting theory and practice, and the income statement and balance sheet. In addition, the course deals with problems that arise in accounting for and controlling cash, marketable securities, receivables and current liabilities.

Prerequisite: BUS 122.

BUS 223 Intermediate Accounting 3 2 4

This course is a continuation of BUS 222. Attention is centered on the problems of accounting and reporting on a firm's investment in productive assets: inventories, facilities, and intangibles. In evaluating alternative methods of accounting for inventories and facilities, the effect of changes in specific prices and general price levels is given particular attention.

Prerequisite: BUS 222.

BUS 224 Intermediate Accounting 3 2 4

This course is concerned primarily with the special accounting problems common to corporate organizations. These problems focus largely on the stockholder's equity and long-term debt section of the balance sheet. In addition, this course deals with the statement of changes in financial position, accounting changes and related disclosure requirements, along with incomplete records and the analysis of financial statements.

Prerequisite: BUS 223.

BUS 225 Cost Accounting 3 2 4

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden, job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures.

Prerequisite: BUS 121.

BUS 229 Taxes	3	2	4
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.			
Prerequisite: BUS 121.			
BUS 232 Sales Development	5	0	5
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.			
BUS 233 Personnel Management & Supervision	5	0	5
A study of the fundamental differences in the theories (schools) in dealing with the human resource in industry. Primary emphasis on human relations management versus the scientific approach. Provides an overview of different methods and techniques of supervision with emphasis on securing an effective work force.			
BUS 235 Business Management	5	0	5
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the design-making functions versus the operating function. Role of management in business — qualifications and requirements.			
BUS 241 Sales Promotion & Advertising	5	0	5
The scope and activities of promoting the selling action with emphasis on the coordination of advertising, display, special events, publicity, and management of the sales force. Special attention is to be given to product and marketing research. Selection of media, means of testing effectiveness of media, writing of advertising copy, budgeting and implementation.			
BUS 247 Business Insurance	5	0	5
A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.			
BUS 271 Office Management	3	0	3
Presents the fundamental principles of office management. Emphasis on the role of office management including its function, office automation, planning, controlling, organizing, and actuating office problems.			
BUS 1103 Small Business Operation	3	0	3
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.			

CAR 1101 Carpentry: Tools, Processes and Introduction to Framing

4 21 11

A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenters' hand tools and power tools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction, including form construction and erection.

CAR 1102 Carpentry: Framing

3 12 7

Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including; floor joist, subfloor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as; electrical, air conditioning, heating, and plumbing.

CAR 1103 Carpentry: Finishing

4 15 9

Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: Exterior cornice, door and window trim; interior flooring; door and window facing; moldings, cornice construction; installation of hardware; and installation of built-in equipment and cabinets.

CAR 1104 Carpentry: Cabinetmaking

4 15 9

Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of; base and wall cabinets, built-in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied.

CAR 1114 Building Codes

3 0 3

A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment, and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

CIV 1101 Introduction to Surveying

2 3 3

An introduction to the surveying instruments utilized in laying out construction sites. Emphasis will be placed on practical exercises and field trips to actual construction sites.

COS 1101 Introduction to Cosmetology

9 0 9

This course is designed to introduce the students to the various aspects of cosmetology. In addition to receiving the basics of hair styling, hair shaping, bacteriology, sterilization, and the anatomy of the hair, the student will study the basic chemistry of shampoos, rinses, scalp and hair conditioners, and cold wave to include the proper use and application of each. Professional ethics and the development of personality will also be stressed.

COS 1102 Mannequin Practice

3 21 10

This course is designed to provide through practical work, a firm foundation in the basic skills involved in hair shaping (razor method), hair styling, permanent waving, manicuring, shampoos, and scalp treatment. Demonstration will be provided by the faculty with an immediate practical response by the student.

COS 1103 Theory of Cosmetology

9 0 9

This course is designed to provide the student with a basic theory concerning hair coloring, manicuring, and thermal waving. Additionally, the anatomy and chemistry of hair coloring, and the use and care of pressing combs and thermal irons will be stressed, along with the theory of massage and light therapy. The diseases and disorders of the skin, scalp, hair, and nails will be covered.

COS 1104 Cosmetology Skills

3 21 10

This course is a continuation and application of practical skills learned in COS 1102. The student will now be permitted to practice on live models as well as mannequins. All previously learned skills will be utilized and additional skills will be taught to include hair shaping by the scissor method, hair coloring, lash and brow tinting, wig care, hair pieces, and facials. Students will be introduced to more complicated hair styles.

Prerequisite: COS 1102.

**COS 1105 Theory of Cosmetology**

9 0 9

This course is designed to expand the theory covered in COS 1103, to include detailed instructions in those parts of anatomy which pertain to cosmetology. The skeletal, muscular, nervous, and circulatory systems will be stressed. Additional instruction in facial treatment, facial make-up, and chemistry of facial cosmetics will be covered.

Prerequisite: COS 1103.

COS 1106 Cosmetology Skills

3 21 10

This course is a continuation of the practical applications of skills applied in COS 1104. During this course, the students will work less with mannequins and more on live models. Additional skills to be practiced will be long hair styles, hot oil manicures, facial make-ups, special hair cuts, special effects to be achieved with hair coloring, and air oxidation method of permanent waving.

Prerequisite: COS 1104.

COS 1107 Salon Management 9 0 9

This course is primarily designed to introduce the student to the many areas and responsibilities that are involved in the management of the cosmetology salon. Field trips will be scheduled into the surrounding communities in order that students may study the arrangement and operation of actual beauty salons. Additionally, they will study the tax structures, business aspects, and laws governing cosmetology as set forth by the legislature, North Carolina State Board of Cosmetic Art Examiners, and the North Carolina State Board of Health.

COS 1108 Advanced Hairdressing 3 21 10

This course is designed to allow the students to demonstrate, under supervision of the instructor, all cosmetology skills which will enable them to be effective cosmetologists upon entering the world of work. Additionally, there will be special classes and demonstrations which will cover the new trends in hair styles as they are released and any new procedure or product that enters the cosmetology market before graduation.

Prerequisite: COS 1106.

COS 1199 Cosmetology for Graduates 0 12 4

This course is designed for the student who wishes to complete additional hours in cosmetology under supervision in order that she may be able to meet the qualifications required by the State Board, or State Boards of Cosmetic Art in other states which exceed those in North Carolina. These students will be allowed to attend any course and participate in practical projects which she feels will be most beneficial in her future practice of Cosmetology.

Prerequisite: Graduate of one-year program.

DFT 1101 Schematics and Diagrams (Engines, Measurements, and Tools)

3 2 4

Interpretation and reading of blueprints, sketches and drawings. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and diagrams of engines and tools to include measurements in volume. Information on the basic principles of lines, views, dimensioning procedures, and notes.

DFT 1102 Schematics and Diagrams (Electrical and Fuel Systems)

3 2 4

Interpretation and reading of blueprints, sketches, and drawings. Development of ability to read, interpret, and understand blueprints, charts, instructions, and service manuals pertaining to automotive, electrical, and fuel systems. Views, dimensioning, and procedures will be stressed.

DFT 1104 Blueprint Reading: Mechanical 3 2 4

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and pictorial sketches. Emphasis placed on mechanical drawings related to the machinist curriculum.

DFT 1105 Blueprint Reading: Mechanical 3 2 4

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.

Prerequisite: DFT 1104.

DFT 1106 Blueprint Reading (Welding Related) 3 2 .4

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures, and pictorial sketches. Emphasis placed on mechanical drawings related to the welding curriculum.

DFT 1110 Blueprint Reading: Building Trades 3 2 4

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.

DFT 1111 Blueprint Reading and Sketching 3 2 4

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

DFT 1113 Blueprint Reading: Electrical 3 2 4

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.

Prerequisite: DFT 1104.

DFT 1116 Blueprint Reading: Air Conditioning 2 3 3

A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade: blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and lay out air conditioning systems.

DFT 1117 Blueprint Reading & Pattern Development

2 2 3

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

DFT 1118 Pattern Development & Sketching 2 3 3

A study of the development of patterns which assist welders in preparing joints of all types. Students will prepare sketches from which cuts and joints will be made. Emphasis will be placed on rectangular and cylindrical layouts.

ECO 102 Economics	5	0	5
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.			
ECO 104 Economics	3	0	3
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.			
EDP 104 Introduction to Data Processing	3	2	4
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.			
EDU 115 Language Arts for Children (Elementary)	3	0	3
Study of state adopted textbooks and other media in reading, handwriting, spelling and language. Reading skills: word attack, comprehension, rate and language usage will be emphasized. Exercises to develop better listening skills will be provided. The student will collect a resource file of games and activities designed to strengthen the Language Arts Program.			
EDU 150 Role of Teacher Associate	5	0	5
The course is designed to provide for successful orientation of the teacher associate to the school life, with special emphasis on the role of the teacher associate in the total elementary school program.			
EDU 203 Exceptional Children	3	0	3
The study of children with developmental variations. Consideration is given to recognition of problems, community resources and selection of appropriate activities for the child with exceptional mental or physical development.			
EDU 234 Audiovisual Instruction	3	3	4
The scope of the course will include practical consideration involved in selecting, using and evaluating the use of educational media to be found in schools today. Experiences in the operation and proper care of audiovisual equipment and materials will be provided. The preparation of inexpensive, teacher-student made audiovisual material will also be stressed. Examples will be drawn from all subject fields and from all elementary levels of instruction.			

ELC 1112 Direct and Alternating Current 6 9 9

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

ELC 1112R Direct and Alternating Current 8 12 12

A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchhoff's law; sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis.

ELC 1113 Direct and Alternating Current: Motors and Controls 4 15 9

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as; thermostats, times, or sequencing switches.

Prerequisites: ELC 1112, MAT 1115.

ELC 1114 Direct and Alternating Current 3 12 7

A continuation of instruction in Direct and Alternating Current to provide the electrician a complete and thorough understanding of the electrical principles which are involved in the equipment he installs and services. It will give the student a knowledge of inductance and capacitance needed to understand power factor and resonance in a circuit. It will teach the use of vectors in showing voltage and current relationships.

Prerequisite: ELC 1113.

ELC 1121 Electrical Control Systems 6 9 9

A practical training course in electrical controls that takes in all phases of control work from the simplest switches to the most complex systems that include relays, timers, magnetic starters, thermostats, and countless other control devices that insure the safe and efficient operation of machinery.

Prerequisite: ELC 1113.

ELC 1124 Residential Wiring 5 15 10

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as; services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

ELC 1125 Commercial and Industrial Wiring 9 18 15

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Code, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.

Prerequisite: ELC 1113.

ELC 1126 National Electrical Code 5 0 5

A study of the current rules and regulations that govern the installation and maintenance of electrical equipment in North Carolina. This course will provide the student with an understanding of the responsibilities of the electrical workman, electrical contractor, and the inspector.

ELC 1127 National Electrical Code 5 0 5

This course continues the study of the electrical code as it pertains to special locations such as swimming pools, aircraft hangers, oil refineries, and many other hazardous locations. The student is prepared to take the state electrical examination insofar as knowledge of the code is concerned.

Prerequisite: ELC 1126.

ELC 1132 Electrical Maintenance 2 9 5

An introduction to industrial maintenance that provides the student with the knowledge and skills necessary to perform normal service work on electrical drive equipment. This will include preventive maintenance in power devices, fans, gears, and various types of machinery that the electrical maintenance man would be expected to service. The student will also learn the proper use of electrical test equipment.

Prerequisite: ELC 1125.

ELC 1133 Electrical Maintenance 1 9 4

This course goes into the more complicated circuits and equipment found in modern industrial locations. The student will learn to install and "shoot" trouble in such things as solid state, electronic circuits, and DC machinery. Testing procedures and replacement of parts will also be covered.

Prerequisite: ELC 1132.

ELC 1134 Electrical Project 1 15 6

The student will be trained to estimate, plan, and install an electrical project involving an electrical control system and machinery. The student will learn to develop a schematic drawing of this system (either conventional or solid state). He will also learn how to check this installation for safety, code compliance, and operation.

Prerequisites: ELC 1133, ELC 1121.

ELN 1122 Vacuum Tubes and Electronic Circuits 5 12 9

An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits. Prerequisites: ELC 1112, MAT 1115.

ELN 1123 Amplifier Systems 2 6 4

An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of intercommunication amplifiers and switching circuits will also be taught.

Prerequisites: MAT 1115, ELC 1112.

ELN 1125 Radio and Black & White Television

Receiver Servicing 3 9 6

A study of the different stages of superheterodyne radio receivers and black and white television receivers. Troubleshooting procedures will be emphasized on various stages of radios and televisions, as well as the theory of operation. Both tube and transistor radio, and television receivers will be covered.

Prerequisites: ELN 1123, ELN 1122.

ELN 1126 Transistor Theory & Electronic Circuits 3 9 6

Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits.

Prerequisite: ELN 1123.

ELN 1127 Television Receiver Circuits & Servicing 10 17 15

A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting, and repair of the color television circuits.

Prerequisites: ELN 1126, ELN 1125.

ELN 1131 Basic Industrial Electronics 3 6 5

This course teaches the student the basic principles of electronics, and the electrical vocabulary. It teaches the operation of semi-conductors and transistors. After the basics, the student will go into special system applications that include the more sophisticated circuits. Examples of these circuits are heating system controls, magnetic drive speed control, and liquid level controls.

Prerequisites: ELC 1133, ELC 1121.

ENG 001 Communication Skills (Oral) 3 0 3

Designed to familiarize students with basic concepts and principles of oral communications in order to enable them to engage in effective interpersonal and intrapersonal communications. Emphasis is placed upon helping students to understand and overcome their own personal communications problems by acquainting them with skills and techniques that may be applied in their daily lives.

ENG 002 Grammar	3 2 4
Designed to aid the student in the improvement of self-expression in oral and written communications by using a practical approach to the study of grammar, diction, sentence structure, spelling, and paragraph development. Intended to stimulate students to apply the principles learned to increase their job chances for success in school, in social situations, and on the job.	
ENG 003 Composition	3 0 3
This course offers the student the basic knowledge necessary to write short themes in a beginning composition course. Designed to provide an approach to the problems of organizing and writing short papers. Different types of paragraph construction will be taught and opportunities for practical application will be provided. Self-expression through paragraph formation will be applied to situations in industry, business, and the vocational area.	
ENG 005 Reading	3 2 4
Designed to develop students' reading efficiency and versatility. Reading is taught as a communications process. The practical reading approaches of surveying, skimming, scanning, and study-type reading are explored. Students will expand their vocabularies through an intensive study of phonics, Greek and Latin roots, prefixes, and suffixes.	
ENG 006 Reading	3 2 4
Designed to develop critical reading habits. The concept of reading as a thinking process is emphasized through practice with the following comprehension skills: isolating details, recalling specific facts, retaining concepts, organizing facts, understanding the main idea, drawing a conclusion, making a judgment, and making an inference. Vocabulary development will consist of learning homonyms, synonyms and antonyms, and will conclude with a study of analogies.	
ENG 007 Reading	3 2 4
Designed to strengthen students' reading proficiency by further exploring reading as a thinking process. Students will be engaged in extensive practice as active readers in a variety of materials. The source for vocabulary development will be in the context of the reading.	
ENG 008 Interpretive Literature	3 2 4
Designed to introduce students to the elements of the American short story and the American essay.	
ENG 022 English - Reading	3 2 5
Designed to improve the students' ability to read rapidly and accurately. Also designed to aid the student in the improvement of self-expression in oral and written communications by using a practical approach to the study of grammar, diction, sentence structure, spelling, and paragraph development. Intended to stimulate students to apply the principles learned to increase their chances for success in school, in social situations, and on the job.	

ENG 026 Communications	3	0	3
Designed to familiarize students with basic concepts and principles of oral communications to enable them to engage in effective interpersonal and intrapersonal communications. Emphasis is placed upon helping students to understand and overcome their own personal communications problems by acquainting them with skills and techniques that may be applied in their daily lives.			
ENG 101R Grammar	5	0	5
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.			
ENG 102 Composition	3	0	3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.			
Prerequisite: ENG 101R.			
ENG 103 Report Writing	3	0	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must relate to the student's specific curriculum.			
Prerequisite: ENG 102.			
ENG 104R Executive Spelling	3	0	3
A realistic learn-to-spell program, presenting key words the student needs to master in order to be able to communicate effectively in the world of business. Particular emphasis will be placed on effective use of the dictionary with words most likely to be encountered by the beginning employee in a business office.			
ENG 105 Grammar and Composition	5	0	5
This course is an introduction to writing basic compositions, beginning with the paragraph and concluding with the short essay. Types of essays include exposition, argumentation, and narration. Literary analysis is presented through reading and discussing short stories and essays.			
ENG 106 Grammar and Composition	5	0	5
This course introduces the student to the writing of extended essays and research papers. Purpose and audience analysis are stressed. Representative essays are read and analyzed on the basis of meaning and relevance. A research paper is required as evidence of the student's ability to assimilate, organize, and document information from various sources.			
Prerequisite: ENG 105			

ENG 107 World Literature**5 0 5**

A survey of major world writers, excluding American writers, ranging from the ancient Greeks to modern Western authors. Emphasis is placed on the universality of human behavior as depicted through literature. Attention is given to the relationship between the writer's work and the events of his time.

ENG 108 American Literature**5 0 5**

A survey of the major writers of America from colonial days to the present.

ENG 201R Advanced Grammar**5 0 5**

An advanced, intensive course in grammar designed to strengthen the ability of the student to express himself in written and oral communication.

The course is also intended to reinforce previously acquired knowledge of machine transcription and to provide additional assistance in the preparation of letters and other business forms.

Prerequisite: ENG 101R.

**ENG 204 Fundamentals of Speech****5 0 5**

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

Prerequisite Possible

ENG 206 Business Communication**3 0 3**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: ENG 102.

ENG 217 Children's Literature**3 0 3**

A study of children's literature which includes the history and various types of literature appropriate for young children. Evaluation of modern writers, illustrators and books will be emphasized.

ENG 1101 Reading Improvement**5 0 5**

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

ENG 1102 Communication Skills**3 0 3**

Designed to promote effective communication through correct language usage in speaking and writing.

HEA 102 First Aid & Safety	3	0	3
A basic course in health education designed to teach the fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application. The American Red Cross Standard Certificate will be issued to students with a grade of "C" or better.			
HEA 201 Personal Health and First Aid	5	0	5
Major health problems and how they relate to individuals; principles and applied techniques of first aid are studied.			
HIS 105 American History	5	0	5
A study beginning with the colonization of colonial America and ending at the close of the Civil War.			
HIS 106 American History	5	0	5
This course begins with the reconstruction era and continues to the present.			
HIS 110 The Black Man and Contemporary Society	5	0	5
This course is an intensive study of the Afro-American from his African and European backgrounds through colonial America to the present. Special attention will be given to the effect of slavery, segregation, and racism on the personality and destiny of the Afro-American. The course will also emphasize Afro-American's contributions, slave revolts, and the contemporary civil, social, and cultural movements.			
HIS 120 History of the American Indian	5	0	5
A survey of the major Indian cultures in North America with emphasis on those located in the eastern half of the United States.			
MAS 1101 Bricklaying	4	21	11
The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.			
MAS 1102 Bricklaying	3	12	7
Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, walls, ties, and caulking methods are stressed.			
MAS 1103 General Masonry	6	18	12
Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta, and modular masonry construction theory and techniques.			
MAS 1104 General Masonry	4	18	10
Major emphasis will be placed upon speed and accuracy utilizing the practices and principles learned in MAS 1101, MAS 1102, and MAS 1103.			

MAT 001 General Math	3 2 4
Designed primarily to improve comprehension, accuracy and speed in dealing with the basic fundamentals of mathematics. Main emphasis will be on working with whole numbers, dealing mainly with adding, subtracting, multiplying, and dividing. Fractions will be introduced.	
MAT 002 General Math	3 2 4
Designed to be a continuation of General Math, MAT 001. Main emphasis will be focused on dealing with the basic operations of common fractions and decimal fractions.	
MAT 003 Diversified Math	3 2 4
Designed primarily to introduce the student to operations related to introductory business math. Operations stressed will relate to percentage and consumer applications.	
MAT 003A Diversified Math	3 2 4
This course is designed to strengthen the math background of the student who plans to enter a field other than business. In addition, emphasis will be placed on solving problems based upon everyday-living situations.	
MAT 036 Math	3 2 4
Designed primarily to improve comprehension, accuracy, and speed in dealing with the basic fundamentals of mathematics. Main emphasis will be on working with whole numbers, dealing mainly with adding, subtracting, multiplying, and dividing. Fractions will be introduced.	
MAT 037 Math	2 0 2
Designed to be a continuation of MAT 036. Main emphasis will be focused on dealing with the basic operations of common fractions and decimal fractions. The student will be introduced to the metric and apothecary systems.	
MAT 101 Technical Mathematics	5 0 5
The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.	
MAT 102 Technical Mathematics	5 0 5
A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.	
Prerequisite: MAT 101.	

*Remove identification
not so specific Student*

MAT 110 Fundamentals of College Math I / 5 0 5

A basic general concept course designed to introduce to the general or liberal arts student broad areas of mathematics. MAT 110 emphasizes mathematical systems and structures, such as the real number system, algebra of sets, prime numbers, first-degree equations, and inequalities.

MAT 111 Fundamentals of College Math II 5 0 5

This course is a continuation of MAT 110. Topics include the study of polynomials, factoring, quadratic equations, linear equations, relations and functions, basic geometric concepts, and an introduction to probability and statistics.

Prerequisite: MAT 110.

MAT 1101 Fundamentals of Mathematics 5 0 5

Practical number theory. Analysis of basic operations; addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

MAT 1105 Mathematics for Nurses 5 0 5

Study and practice of basic arithmetic procedures, common and decimal fractions, percentages, ratio and proportion, Roman numerals, metric and apothecaries systems of weights and measures, Fahrenheit and centigrade scales, solution and dosages.

MAT 1112 Building Trades Mathematics 5 0 5

Practical problems dealing with volumes, weights, ratios, mensuration, and basic estimating practices for building materials.

MAT 1113 Building Trades Mathematics 5 0 5

Practical problems dealing with volumes, weights, ratios, mensuration, and basic estimating practices for building materials.

MAT 1115 Electrical Mathematics 5 0 5

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

MAT 1116 Electrical Mathematics 5 0 5

A working knowledge of the powers of Ohm's law for series and parallel circuits, quadratic equations, Kirchhoff's Law, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms.

Prerequisite: MAT 1115.

MAT 1123	Machinist Mathematics	3	2	4			
Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems.							
Prerequisite: MAT 1101.							
MEC 1101				Machine Shop Theory and Practice	3	12	7
An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care, and use of basic hand tools and precision-measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.							
MEC 1102				Machine Shop Theory and Practice	3	12	7
Advanced operation in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.							
Prerequisite: MEC 1101.							
MEC 1103				Machine Shop Theory and Practice	4	15	9
Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gauges, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder.							
Prerequisite: MEC 1102.							
MEC 1104				Machine Shop Theory and Practice	2	15	7
Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry.							
Prerequisite: MEC 1103.							
MEC 1112				Machine Shop Processes	2	3	3
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.							

MEC 1115 Heat Treatment of Metals	2	3	3
Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steels, classification of steels, and cast iron will be topics for study. The non-ferrous metals: bearing metals (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys are studied. Power metallurgy, titanium, zirconium, indium and vanadium are included in this course.			
MEC 1117 Machine Repair	2	3	3
This course is designed to acquaint the student with the movable parts of machine tools, the basic methods of joining these parts together and adjustments necessary to obtain satisfactory service, to further acquaint him with removal and reinstallation of worn parts, to instruct the student in uses of lubricants as applied to machine tools, and to instruct the student in safety precautions as directed by OSHA.			
MEC 1120 Duct Construction and Maintenance	3	6	5
Study of various duct materials including sheet steel, aluminum, and fiber-glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on-the-site repairs including duct made of fiberglass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods. AHR 1126 must be taken simultaneously. Prerequisites: DFT 1116, AHR 1123.			
MET 001 Methods of Study (SQ3R)	2	0	2
Designed to develop an understanding for the need to learn and practice good study habits. Presents an uncomplicated but effective method of study equally applicable to vocational and technical programs. Emphasis to be placed on outlines, note taking, library uses, and research oriented to individual interest areas.			
MUS 101 Music Appreciation	5	0	5
A course designed to instill and to further the development of knowledge, understanding, and the appreciation of good music. Emphasis given to the historical development of music, pertinent criticism, forms of music, listening, and the relationship of music to a general cultural development.			
NUR 051 Pre-Nursing I	5	10	10
A one-quarter course of study in basic nursing care (theory and practice). The course includes the study of basic principles of nursing care, use of related equipment, community health resources, ethics, and nutrition. Laboratory and clinical practice are used extensively to develop skill in the above-mentioned subjects and in assisting the doctor or nurse, oral and written communications.			

NUR 052 Pre-Nursing II
A continuation of Pre-Nursing I.

3 14 10

NUR 1101 Fundamentals of Practical Nursing 8

Designed to teach the practical nursing students the principles involved in good nursing care and an understanding of her profession through the study of the history of nursing, role of the practical nurse in the hospital, relationship to the patient's environment, and the responsibilities of patient hygiene, and adequate reporting and recording.

NUR 1102 Body Structure & Function 6

An introduction to disease producing organisms and a study of the structures and functions of the skeletal, muscular, and internal systems of the human body and their interrelationships in a well-integrated unit.

NUR 1105 Nutrition 3

A study of the basic principles of nutrition and meal planning, and the mechanics of nutrient utilization with consideration of religious, cultural, and psychological factors.

NUR 1107 Medical Surgical Nursing I 13

Course of study and practice which prepares the student to deal with chronically and critically ill patients, including the aged, with a general medical or surgical problem and with their rehabilitation through diet, drugs, and nursing care. Also prepares the student for emergency situations in the institution, home, or community.

Prerequisite: NUR 1101, NUR 1102.

NUR 1108 Obstetric-Pediatric Nursing 14

The study and practice of nursing care of the pregnant woman, newborn infant, and pediatric patients, including the reproductive cycles, abnormal and normal progress of pregnancy, labor and delivery, care of the newborn, growth and development and abnormal conditions of the child, and the effects of hospitalization.

Prerequisite: NUR 1110.

NUR 1110 Medical Surgical Nursing II 13

The study and practice of the care of specific medical and surgical problems and psychosomatic illnesses with increased emphasis on emotional needs, diet therapy, and observation and recording of the effect of drugs.

Prerequisite: NUR 1107.

NUR 1111 Drug Administration 2

A study of drugs, their dangers, safe and intelligent administering of drugs, and laws regarding their use and control.

Prerequisite: MAT 1105.

NUR 1115 Emergency & Disaster Nursing 33 0 0 3

This course is designed to meet the needs of the student in giving immediate care to a person who has been injured or has suddenly taken ill. Emphasis will be on developing nursing skills to use in times of emergency or during a disaster, in both episodic and distributive settings.

NUR 1116 Vocational Adjustment 2

Study of ethics and procedures for obtaining, holding, and resigning employment; the legal aspects of nursing; and her responsibility to herself, her profession, her patient, and employer.

NUR 1120 Nursing Skills Seminar 2

A controlled discussion group course to review experiences and learning situations occurring in day-to-day clinical activities involving obstetrics, pediatrics, or medical-surgical nursing. Individual problem solving of actual cases will be stressed.

OCU 001 Independent Study 3 0 3

Designed to give the student, under the supervision of the instructor, an opportunity to do a more in-depth study of the course related to his primary choice of a curriculum by writing a report on a topic of his choice. Additionally, the student will be able to work to improve his study skills, work on general and specific vocabularies, and do outside readings of an informative and recreational nature.

PHI 101 Introduction to Philosophy 5 0 5

An introductory course designed to give a philosophical perspective to the nature of and the scope of questions arising in the ever-changing yet constant areas of life and the problems and the philosophical answers which guide men's lives.

PHY 101 Physics 4 0 4

A fundamental course which starts with philosophical and historical background. The first quarter course includes the topics of classical mechanics, relativity, atomic structure, and heat.

Prerequisite: MAT 111 or MAT 102.

PHY 102 Physics 4 0 4

The second quarter course in general physics, with emphasis on the topics of wave motion, sound, light, electricity, magnetism, and nuclear physics.

Prerequisite: PHY 101.

PHY 1101 Applied Science 3 2 4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

PHY 1102 Applied Science	3	2	4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force.			
Prerequisite: PHY 1101.			
PME 1101 Internal Combustion Engines	5	15	10
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.			
PME 1102 Engine Electrical and Fuel Systems	3	12	7
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.			
PME 1140 Manufacturer Specifications	5	0	5
Practical application in the use of manufacturers' data, service manuals, parts lists, etc., is studied. Engine testing according to specifications is included.			
PME 1150 Engine Rebuilding	5	15	10
An introduction to two- and four-cycle gasoline engines. Topics include the operation, care, and maintenance and rebuilding of engines. Study in testing of performance for efficient operation and the proper servicing techniques are included.			
PME 1151 Electrical and Fuel Systems	3	12	7
A thorough study of the electrical and fuel systems of two- and four-cycle engines on various small equipment. Characteristics of fuels, types of fuel systems, tools, and testing equipment for the fuel and electrical systems are studied.			
PME 1158 Equipment Repair	3	6	6
A course designed to cover various related equipment related to the speciality course of study. Study is confined to types of drive structure of equipment, accessories for special application, etc.			
Prerequisites: PME 1140, WLD 1101.			
PME 1160 Marine Outboard Engines	4	15	9
An introductory course of the design, operation, and maintenance of small outboard marine engines. Troubleshooting and repair of minor breakdown are studied of the electrical, drive, cooling, and mechanical systems.			
Prerequisites: PME 1150, PME 1151.			

PME 1161 Marine Outboard Engines	3 18 19
A continuation of PME 1160 into major overhaul of all sizes of outboard marine engines.	
Prerequisite: PME 1160.	
PME 1162 Motorcycle Engines	4 15 9
A study of the design, operation, and maintenance of small motorcycle engines. Troubleshooting and repair of minor malfunctions, proper tuning of engines, electrical, fuel, cooling, and drive systems are studied.	
Prerequisites: PME 1150, PME 1151.	
PME 1163 Motorcycle Engines	3 18 19
A continuation of PME 1162 into major overhaul of all sizes of motorcycle engines.	
Prerequisite: PME 1162.	
POL 102 United States Government	3 0 3
English and colonial background, the Articles of Confederation, and the framing of the federal constitution. The nature of the federal union; state rights, federal powers, political parties. The general organization and functioning of national government.	
POL 202 State & Local Government	5 0 5
A study which traces the evolution, growth, and development of American state and local government. A treatment is given of the political and constitutional status of state and local government in relation to the federal system. The functions of state, county, and city governments are taken up in considerable detail.	
POL 210 American Government	5 0 5
American national government with emphasis on basic concepts, structure, powers, procedures, and problems.	
PSC 101 Introduction to Police Science	5 0 5
A general course designed to familiarize the student with the philosophy and history of law enforcement, including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation.	
PSC 102 Motor Vehicle Laws	3 0 3
A study of the traffic enforcement codes with primary emphasis placed on North Carolina law.	
PSC 105 Introduction to Criminology	5 0 5
A survey of the different crimes; theories and factors attributing to criminal behavior. The student will study some of the penal and correctional procedures which have been used in the past, as well as some of the contemporary methods.	

PSC 106 Identification Techniques	3	2	4
The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten-finger and single-print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing them for courtroom presentation.			
PSC 110 Police Role in Crime & Delinquency	3	0	3
An introduction to the cause and treatment of juvenile delinquency. The organization, functions, and jurisdictions of juvenile agencies; the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control. Special attention will be given to forms of family, church, and community resources bearing on juvenile adjustment and preventative measures.			
PSC 115 Criminal Law I	3	0	3
Designed to present a basic concept of criminal law and create an appreciation of the rules under which ones lives in our system of government. Primary emphasis will be placed on North Carolina law.			
PSC 116 Criminal Law II	3	0	3
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law.			
Prerequisite: PSC 115.			
PSC 201 Traffic Planning & Management	5	0	5
A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three E's and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units with the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness, and the allocation of men and materials.			
PSC 202 Police Community Relations	2	0	2
A course designed to create an awareness of the need for good police and community relationships; problems confronting police personnel in achieving this goal; solutions to these problems, including a survey of non-police agencies dealing with police problems and how they can best work together to achieve their common goal.			
Prerequisite: Permission of instructor/coordinator.			
PSC 205 Criminal Evidence	3	0	3
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.			

PSC 208 Applied Police Psychology 3 0 3

Designed to assist law enforcement officers in a better understanding of relationships on the job, at home, and in the community as members of the law enforcement team.

PSC 210 Criminal Investigation 3 4 5

This course introduces the student to the fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery, and homicide.

Prerequisite: Admission to the program; permission of the instructor/ coordinator.

PSC 211 Introduction to Criminalistics 3 2 4

A general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment.

Prerequisite: Admission to the program; permission of instructor/ coordinator.

PSC 212 Forensic Science 3 2 4

A survey of the various sciences and their applications to the field of law enforcement. A study of the theory and techniques used in the more common forensic applications, such as blood grouping, blood alcohol, luminol, drug analysis, flammable accelerants, explosives, serial number restoration, firearms, primer residue test, etc.

PSC 217 Laws of Arrest, Search, & Seizure 5 0 5

The constitutional requirements and limitations for a lawful arrest and legal search and seizure. Federal and state judicial decisions concerning these requirements will be studied.

PSC 219 Administration of Justice 5 0 5

A study of the functions and responsibilities of our federal, state, and local court systems.

PSC 220 Police Organization & Administration 3 0 3

An introduction to the principles of organization and administration, including their application to field services, such as vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the service functions; e.g., training, communications, records, property maintenance, and miscellaneous services.

PSC 221 Police Supervision 3 0 3

A continuation of PSC 220, with emphasis on developing supervisory and management techniques employed at the various levels of police work.

Prerequisite: PSC 220.

PSC 225 Criminal Procedure	2 0 2
This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.	
Prerequisite: Permission of instructor/coordinator.	
PSC 230 Human Relations	3 0 3
A study of concepts and attitudes held by police in relation to brutality, dishonesty, and minority groups.	
PSC 240 Firearms & Defensive Tactics	3 2 4
This course is designed to help the student develop an understanding of the need, use, and respect for all kinds of firearms. Range practice will be given in the use of rifles, shotguns, and pistols with a special effort made to develop proficiency in the use of the service revolver. Instruction will be given in riot control, nonlethal weapons such as tear gas, and defensive tactics used in the handling of arrested persons.	
Prerequisite: Enrollee must be a law enforcement officer at the present time, or have at least six quarter hours credit in Police Science and permission of instructor.	
PSC 241 Firearms Practice I	0 3 1
This course is designed to give the student some practical experience in the use of firearms. Major emphasis will be placed on the law enforcement officer staying in practice in the use of a pistol.	
Prerequisite: Enrollee must be a law enforcement officer at the present time, or have at least six quarter hours credit in Police Science and permission of instructor.	
PSC 250 Individual Study	3 0 3
This course is offered for the purpose of permitting the student the opportunity to pursue in depth a topic related to his future employment or the field of law enforcement in general.	
PSY 001 Human Relations	3 0 3
An introductory course that will relate, through psychology, to the contemporary concerns and issues with which students today are confronted. A study of human problems, needs and wants, behavior, health and other aspects will be covered. The course is designed to aid the student to achieve greater understanding of himself and others, and to enable him to adopt so as to live a meaningful life in a changing world.	
PSY 101 Introduction to Psychology	5 0 5
An introduction to the field of psychology with emphasis upon intelligence, personality, learning, and motivation.	

PSY 103 Adolescent Psychology 3 0 3

A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents.

PSY 112 Personal Development 3 0 3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

PSY 115 Human Growth and Development 5 0 5

A study of the psychological and biological factors that affect the mother and child during the prenatal period.

PSY 206 Applied Psychology 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

PSY 207 Applied Psychology for Law Enforcement Personnel 4 0 4

A study of principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Topics investigated and related to on-the-job problems are the following: motivation, emotion, attitudes, employee selection, supervision, job satisfaction, and industrial conflicts. Attention is given to personal and group dynamics so that the student may learn to apply principles of mental hygiene to personal adjustment problems. One hour per week is devoted to a study of race relations and will cover the following topics: history of racial prejudice, facts concerning races and racial prejudice, information concerning race, crime and law. Focus will be made upon identifying personal attitudes toward races and forming attitudes that will contribute to positive relationships between police officers and the public.

PSY 215 Interpersonal Relationships and Communications 3 0 3

A basic course dealing with interpersonal and communication skills utilized in helping relationships. Examination is made of barriers which prohibit communication and hamper the helping process. The student will learn techniques of interviewing for specific purposes and acquire abilities in working with people.

PSY 1101 Human Relations	3 0 3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.	
RED 101 Introduction to Reading Education	3 0 3
An initial exposure to the role of a teaching associate with particular emphasis upon assisting with public school reading programs. The student will study such issues as the relationship among school personnel, professional work behavior, home-school cooperation, etc. Laboratory experiences will center upon structured observation with a variety of reading-teaching settings.	
RED 102 Methods, Materials, and Techniques of Teaching Reading I	5 6 7
An overview of the major approaches to the teaching of children/adults to read. A major emphasis will be the study and utilization of materials actually found in the laboratory setting. Additional stress will be placed upon the acquisition of the vocabulary specific to reading education and to the piloting of reading lessons with small groups of school children.	
Prerequisite: RED 101.	
RED 103 Methods, Materials, and Techniques of Teaching Reading II	5 6 7
Guided practice in the preparation of reading lessons, small group instruction, and evaluation of instruction. Students will be encouraged to utilize existing teaching materials, develop teaching materials and identify teaching strategies that work well with children. An in-depth examination of the reading process and strategies for individualization, and introduction to reading achievement tests will be included.	
Prerequisite: RED 102.	
RED 201 Organization and Administration of Reading Programs	3 3 4
An opportunity to study a variety of school and community-based organizations which deal with the teaching of persons to read. The operation of reading laboratories, diagnostic clinics, social service agencies, etc., will be covered. <i>Prerequisite RED 103</i>	
RED 202 Evaluation of Reading Programs, Teaching Materials & Achievement	4 3 5
A study of the formal and informal methods of assessing pupil growth in reading. The course will also touch upon those other areas of educational evaluation that parallel reading assessment. Students will be devoted to role of the Teacher Associate within a schoolwide reading program and a school or systemwide scheme of pupil assessment. <i>Prerequisite RED 103</i>	

RED 203 Reading in Content Areas 3 6 5
An exploration of the role of reading abilities in mastering content (mathematics, science, social studies, etc.) materials. The student will be required to translate knowledge of reading and the reading process into lessons designed to teach "content". It is expected that the student will rely, in a large measure, upon the non-reading textbooks of the laboratory school for in-class work. *Pre RED 202*

RED 204 Seminar and Practice in Reading Education I 2 6 4
A guided field experience designed to implement earlier coursework. The student will be required to provide instruction in reading to small groups of children. Direct supervision and weekly discussion of the Teacher Associate progress will be a feature of the course. It is expected that the student will actively participate in the seminar under the guidance of a faculty member. *Pre RED 202*

RED 205 Seminar and Practice in Reading Education II 2 6 4
An extension of RED 204. Specific attention will be devoted to assessing the extent to which the Teacher Associate can integrate concurrent coursework in Human Interaction and Content Reading into reading instruction. Weekly seminars will center upon community and school influences for the evolution of the teaching of reading. Seminar topics will also be drawn from the Teacher Associate laboratory work during the previous week.
Prerequisite: RED 204.

RED 206 Supervised Internship in Reading Education 4 30 14
A course designed to meet in the laboratory setting for four complete days each week. The Teacher Associate will be expected to demonstrate those competencies acquired during the program's earlier coursework. On-going supervision of the Teacher Associate will center upon techniques for incorporating knowledge of children, reading, the community and the school into a coherent instructional program of reading education. In addition to individual and small-group teaching, the Teacher Associate will be expected to provide some large-group instruction.
Prerequisite: ~~RED 203~~, RED 205.

SCI 011 Science (Human Body Structure and Functions) 3 0 3
A study of the structure and normal functions of the human body and its systems. Emphasis will be placed upon the interrelated functions of the various parts and systems of the body. Bones, organs, muscles, fluids and nerves will be considered. Medical terminology will be included.

SOC 108 Community Resources	3 0 3
A study of the resource and service agencies in the community that may be used as a supportive service to industry, education and other human service institutions. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an on-the-job learning situation.	
SOC 201 Principles of Sociology	5 0 5
An introductory course designed to impart to the student a knowledge of himself in social context. Interrelationships in such areas as personality, society, and culture are examined. The student is familiarized with major social processes and institutional functions.	
SOC 202 Marriage and the Family	5 0 5
A course designed to provide understanding of family relationships for those unmarried, those contemplating marriage, those married, and prospective counselors of all of them; a functional approach to the interpersonal relationships of courtship, marriage, and family life.	
SSC 001 Government	3 0 3
A survey of the elements and relationships of local, state, and national governments, with particular emphasis placed upon government of the local level. Comparisons and contrasts will be made of types of local government (county, city), and problems that are unique to each.	
SSC 201 Social Science	3 0 3
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.	
VOC 001 Vocational Selection	3 0 3
Designed to assist the student in the identification and selection of a vocational or technical field in which the student should be able to succeed. Emphasis on training, application, testing, interviewing, and job selection. Discussion of types of jobs, personal traits, attitudes, desires, and information sources in securing jobs.	
WLD 1101 Basic Welding	2 3 3
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.	

WLD 1103 Basic Gas Welding

0 3 1

Welding demonstrations by the instructor and practice by the students in either the welding shop or the air conditioning shop, utilizing oxyacetylene equipment only. Safe and correct methods of assembling and operating portable welding equipment. Practice will be given in surface and bronze welding, silver soldering and flame cutting applicable to air conditioning repair work.

WLD 1103A Basic Gas Welding

2 0 3 3

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding: bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.

WLD 1104 Basic Arc Welding

2 0 3 3

The basic operation of AC transformer and DC motor generator arc welding sets is introduced to the student. Welding heats, polarities and different electrodes used in arc welding is thoroughly covered. After the student is capable of running beads, butt and fillet welds are made and tested for strength. Safety procedures are emphasized throughout the course in the use of tools and equipment.

WLD 1105 Auto Body Welding

2 0 3 3

Students perform welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Emphasis will be placed on accuracy and speed in all welding positions involving electric arc and oxyacetylene welding and cutting practices.

WLD 1112 Mechanical Testing & Certification Practices

1 3 2

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: Bend; destructive; free-bend; guided-bend; nick-tear; notched-bend; tee-bend; nondestructive; V-notch; charpy impact, etc. Also involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided-bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

WLD 1120 Oxacetylene Welding and Cutting

5 15 10

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

WLD 1121 Arc Welding

3 9 6

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

WLD 1122 Commercial and Industrial Practices

3 6 5

Designed to build skills through practices in simulated industrial processes and techniques: Sketching and laying out on paper the size and shape description; listing the procedure steps necessary to build the product; and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

WLD 1123 Inert Gas Welding

2 3 3

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made on the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: Principles of operation; shielding gases; filer rods; process variations and applications; manual and automatic welding.

WLD 1124 Pipe Welding

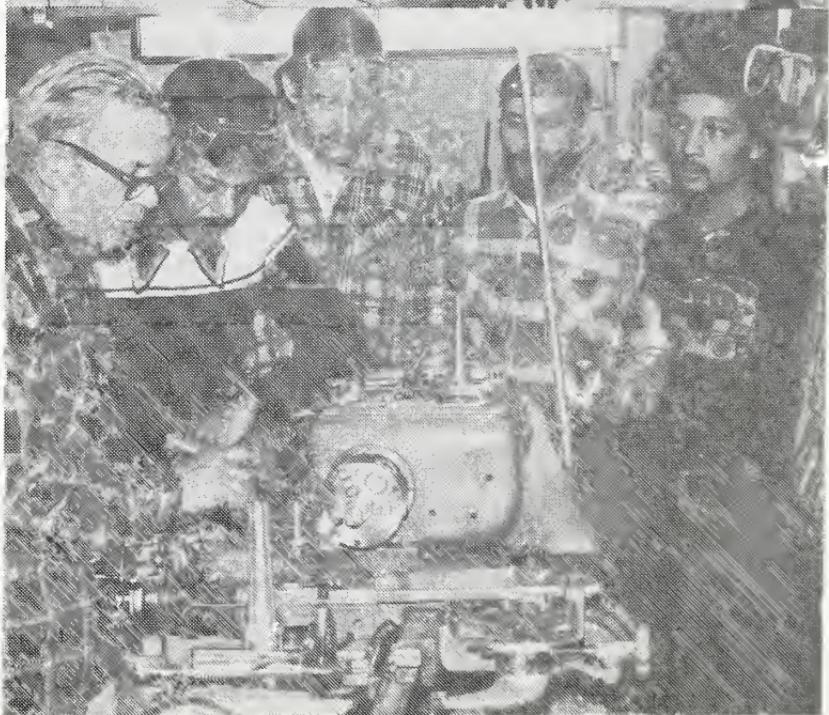
4 12 8

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

WLD 1126 Advanced Arc Welding

2 15 7

A continuation of good arc welding practices as covered in WLD 1121. Emphasis will be placed on accuracy and speed in all welding positions. All welds will be tested for strength. Safety procedures are emphasized throughout the course in the use of tools and equipment.



Continuing Education Programs



Continuing Education Information

Academic Credit

In the adult-extension program, the Continuing Education Unit may be awarded on an individual basis. One CEU value is awarded for 10 contact hours of classroom work. Credit is given in the Adult High School Diploma Program. Certificates may be awarded students who successfully complete certain vocational-extension programs.

Attendance

Students are encouraged to attend all classes. For a student to be presented an Attendance Certificate, he must attend at least 80 percent of the classes as well as successfully completing the course.

Cancellation

Robeson Technical Institute reserves the right to cancel any course which has insufficient enrollment.

Admission

The open door policy is observed regarding requirements for admission to continuing education classes. Any person who is a high school graduate or at least 18 years of age not currently attending a public school, and has the ability to benefit from the program is eligible to apply. Applicants must be in acceptable physical and mental health. Students who wish to transfer from other colleges, technical institutes, secondary and post-secondary institutes, must be eligible to return to the institute last attended. Any exception to this procedure must be approved by the director of continuing education and only then by justifiable cause.

Insurance

An accident insurance policy is available to all students registered in the continuing education program. The policy offers protection for the student enroute to class, during class, and enroute home.

New Classes

Any class may be started if 12 or more persons are interested and a qualified instructor can be employed.

Registration

Registration for all adult-extension courses will be completed during the first class session in the classroom assigned for the course. Registration for evening (credit) curriculum courses will be held in September, December, and March in the Student Services office. Every student must have his social security number.

Tuition and Fees

A \$5 registration fee, payable at the first class meeting is charged for all continuing education courses. Individuals 65 years of age or older are exempt from the \$5 registration fee. All students are responsible for purchasing books, supplies, and materials necessary for class.

Additional Information

Additional information about adult-extension classes may be obtained from the office of Continuing Education at RTI by calling 738-7101.

Community Services

Robeson Technical Institute sponsors and promotes a number of community services. These services contribute to the cultural, economic, and civic development of the community. The Institute may also be host to a number of local, state, and national groups that will conduct seminars and conferences on campus. Lodging, restaurants, and other facilities are located nearby for the out-of-town conferee. Representative community service offerings at the Institute include seminars and conferences, creative arts festivals and exhibitions, musical programs, and a speakers' bureau.

General Adult Education

Adult Basic Education

Adult Basic Education is a program designed to help adults improve their basic skills in reading, writing, speaking, arithmetic, science, and social studies. Classes are organized whenever and wherever there is a justifiable demand for them. Classes in the past have been conducted at Robeson Technical Institute, Lumberton Junior High School, Pembroke Junior High School, Rozier Homes, Union Chapel School, Fairmont Housing Authority, R.B. Dean School, South Robeson Center, Sheltered Workshop, Hester Chapel Church, Deep Branch Elementary School, Prospect School, Ashpole School, Burlington Industries, and Lumbee Homes.

Classes are organized in the following levels:

Level One: Nonreaders through grade four; basic reading, writing, arithmetic.

Level Two: Grade four through grade eight; reading improvement, English expression, social studies, mathematics, science.

A \$5 registration fee may be required and textbooks are provided free by the Institute. All instructional materials used have been prepared with emphasis on individual needs and interests.

Adult High School Program

The Adult High School Program provides a student the opportunity to earn the Adult High School Diploma. Before receiving the Adult High School Diploma, an adult must demonstrate proficiency in reading, English expression, mathematics, science, and social studies, as measured by a battery of standardized tests administered by Robeson Technical Institute.

Transcripts of high school records are required of those students enrolled in the Adult High School classes who have previously attended high school. Copies of these transcripts should be forwarded to the Director of Basic Education, Robeson Technical Institute.

A \$5.00 registration fee is required, and books are provided by the Institute. A fee is charged upon graduation for the diploma and for the cap and gown. Classes are organized whenever and wherever there is a justifiable demand for them.

An Adult High School Diploma is awarded a student when test scores indicate that the required achievement level has been attained and when required subject matter has been satisfactorily completed. The diploma is awarded locally by the appropriate Board of Education. The Adult Diploma program is approved by the State Board of Education and meets the requirements for entrance to four-year colleges and other institutions of higher learning.

High School Equivalency (GED)

Another program for the adult who has not completed high school is the High School Equivalency program. Under the plan, individuals may take a series of tests called the General Educational Development tests (GED).

Those receiving an acceptable passing score of 225 points with no single test score below 35 and a combined average of 45 will be awarded a High School Equivalency Certificate. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

The GED test covers five broad areas: English Expression, Literature, Mathematics, Social Studies and Natural Science, and are administered at the Institute.

The following requirements must be met before taking the GED test: (1) minimum age, 18, and out of school for six months; (2) is a resident of the State (a resident is defined as a person currently residing in the state, including assignment to a military base in the state); (3) file application on a special form, which is available in the office of Superintendent of Schools or at Robeson Technical Institute; (4) application endorsed and approved by the Superintendent of Schools or by the appointed R.T.I. staff member; (5) have a valid vocational, educational, or other purpose in applying.

The Institute, through the Learning Laboratory or Adult High School classes, offers the individual the opportunity to prepare for the GED test.

Requests for application forms, test dates, and other information should be directed to the Director of Basic Education at Robeson Technical Institute.

The General Education Development (GED) for high school completion is approved for 726 clock hours for eligible veterans.

Learning Laboratory

The Learning Laboratory is an approach to education with the use of commercially and locally designed programmed instructional materials, self-instructional units, and teaching machines. It is essentially an individual study situation, whereby a person's progress is limited primarily by his own ambition, motivation, and ability.

Any person eighteen years of age or older and out of the public schools for at least six months with the ability to benefit from the program can enroll in the Learning Lab for any of several purposes: (1) to prepare for the high school equivalence examinations (GED) ; (2) to pursue the Adult High School Diploma; (3) to reduce specific educational weaknesses; (4) to upgrade for job promotion; (5) for personal satisfaction; or (6) to make up admissions deficiencies for a technical institute or college. The Lab can also be used by regular R.T.I. curriculum students to supplement their regular course work when they feel help beyond the classroom is needed.

The coordinator serves as the facilitator in the learning process. Because he is trained in programmed and self-instructional techniques, he is capable of making educational decisions and directing students through their assignments. The coordinator interviews, counsels and tests the prospective enrollee. Merits and weaknesses are noted in the student's area of interest, after which an individual curriculum is designed especially for that student. The student begins study at his predetermined educational level and advances through the materials at his own rate of speed.

The Learning Lab is approved for eligible Veterans. Studies toward high school completion do not count against training eligibility beyond high school.

The Learning Lab is open from 8:00 a.m. until 10:00 p.m. Monday through Thursday, and 8:00 a.m. until 3:00 p.m. Friday. There are no charges for the services of the Learning Laboratory.

Adult Enrichment Education

Enrichment education courses are designed to provide educational opportunities for adults for cultural enrichment, self-fulfillment, personal satisfaction, and other general interests.

Any adult 18 years of age or older who can profit from instruction may enroll. Persons may enroll in either day or evening classes and may enroll in classes on campus, or at other specified areas in the county.

Art, Beginning ART 2006 30 Hrs.

A course for beginning art students, including the fundamentals of drawing and painting and the different media used. Color theory and composition will be emphasized. Selection, care, and use of supplies and equipment will be taught. 3.0 CEU

Art, Intermediate ART 2010 30 Hrs.

A continuation of Art, Beginning. It is designed for those students not yet ready for Art, Advanced. Emphasis is placed on color and composition. Painting with a palette knife and abstract painting is taught. 3.0 CEU

Bible REL 2001 30 Hrs.

A course designed to be both broad and specific in nature. Student preference and request determine the nature of the course. This course can be a broad look at the Old Testament or the New Testament. It may follow the Sunday School lessons or it may concentrate on one book, one prophet, or one era. The student may contact R.T.I. prior to registration to obtain information on the specific nature of each course. 3.0 CEU

Cake Decoration, Beginning HEC 3203 30 Hrs.

A course emphasizing decorating equipment and its use. Students will learn pressure control of decorating utensils, the art of forming decorative flowers and forms, and the art of writing on cakes. Instruction will be provided for decorating cakes for all occasions. 3.0 CEU

Ceramics ART 2019 30 Hrs.

A course introducing the student to the art of ceramics. Pouring of molds, the use of glazes, painting, and kiln operation and firing will be taught. Major equipment is furnished. Students furnish their own supplies and may retain the articles which they make. 3.0 CEU

Crafts, Creative ART 2003 30 Hrs.

A hobby type class for the student who wants to learn various crafts. It introduces various crafts including block printing, jewelry making, decoupage, eggery, tole painting, macrame, string art, and various Christmas crafts. 3.0 CEU

Crewel Embroidery HEC 3302 30 Hrs.

A course in the art and skill of crewel embroidery. Emphasis will be on basic embroidery stitches on pincushions, pillows, on roll hangings, and individual designs on kits. The students will learn to make items such as wall pictures, handbags, pillow covers, and slip covers. 3.0 CEU

Crocheting HEC 3105	30 Hrs.
A course designed to teach the fundamentals of crocheting. Students will learn abbreviations, pattern terms, and how to follow directions. Instruction will include basic crocheting stitches, the study of yarns, and the construction of simple garments. 3.0 CEU	
Decoupage ART 2005	30 Hrs.
Instruction trains adults in the artistic decoration of such articles as plaques, bottles, and jewelry boxes. This antique craft is a centuries-old technique of coloring prints, cutting out all the delicate patterns, pasting them onto a piece of furniture that is suitable, and varnishing the finished piece. 3.0 CEU	
Driver Education DRI 3002	54 Hrs.
A course designed to teach adults how to drive an automobile. The course consists of thirty-six hours of classroom instruction, six hours of behind-the-wheel training per student, and twelve hours of traffic observation. The fee for this course is \$19.00. 5.4 CEU	
Floral Design HEC 3304	30 Hrs.
Students study and practice the art forms and principles of flower arranging. Areas covered include uses of flowers, containers and accessories, design principles, color and texture, and arrangement for special occasions. Methods of flower and greenery preservation will be taught. 3.0 CEU	
Group Piano ART 2008	30 Hrs.
This course is designed as a lecture/laboratory class. It is highly structured, providing valid theory for all music, with the piano as the specific instrument. The adult begins with elementary note reading; goes to multiple note reading, from simple to complex time. All key signatures are learned, as well as all major scales one octave ascending and descending. The student will learn how to build major, minor, augmented, diminished, dominant seventh chords, and the recognition of their chord symbols. Individual time at the keyboard is structured into the course itself. 3.0 CEU	
Guitar ART 2008	30 Hrs.
This course is designed as a lecture/laboratory class to prepare a solid foundation in guitar by using the classical approach. This approach requires the student to learn both the notes and the chords, thus leaving the musician with a complete understanding of the capabilities of his instrument. 3.0 CEU	
Interior Design HEC 3305	30 Hrs.
A course designed to achieve beauty and comfort in the home. Emphasis will be placed on furniture styles, use of color and design in fabrics, floor coverings, and accessories. It includes a study of room arrangement and current trends. Practice application of the basic design elements will be related to student needs and interests. 3.0 CEU	

Knitting, Beginning HEC 3109	30 Hrs.
A course designed to teach the fundamentals of knitting. Students will learn abbreviations, pattern terms, and how to follow directions. Instruction will include basic knitting stitches, the study of yarns, and the construction of simple garments. Students are required to furnish needles and thread. 3.0 CEU	
Macrame ART 2003	30 Hrs.
This course is designed to teach students the techniques of tying knots as they are applied to Macrame crafts. The end product is used for flower pot hangers, wall hangings, pocketbooks, etc. Different types of yarns will be discussed as they apply to Macrame. 3.0 CEU	
Needlepoint HEC 3302	30 Hrs.
Instruction in the fundamentals of needlepoint. Instruction will include types of stitches, use of kits, and original designs on needlepoint canvas. Students will learn abbreviations, symbols, and terms, and how to follow directions. Students will work on simple projects of their choice. 3.0 CEU	
Parent-Child Relations HEC 3007	24 Hrs.
A course designed to increase self-esteem, improve family communication, and improve attitudes. Emphasis will be placed on recognizing and handling feelings, dialogue between parent and child, self-esteem, discipline and problem solving, values, and sex education and human sexuality. 2.4 CEU	
Party Foods HEC 3204	30 Hrs.
A course designed for adults placing stress on foods to be served at special parties, such as teas, receptions, and coffee hours. It will include suggestions for beverages of different types, and all sorts of "finger food" as well as some ideas for refreshments of a more substantial nature. 3.0 CEU	
Pottery CER 3001	30 Hrs.
This course is designed to demonstrate techniques involved in producing clay products by using the hand wheel and the electric wheel. Elements of design and methods of decorating will be included. 3.0 CEU	
Reading Instruction LAN 2002	54 Hrs.
A course designed for teachers of reading to improve their knowledge and up-grade their skills in the teaching of reading. Principles, methods, and techniques will be emphasized. Speed and comprehension will be discussed, as well as the proper use and advantages of using audiovisual materials. 5.4 CEU	

Sewing, Beginning HEC 3101	30 Hrs.
A course for beginning sewing students and anyone who would like to brush up on basic sewing techniques or learn about the new and simplified methods of sewing. Instruction will include selection and fitting of patterns, identification and use of necessary sewing equipment, knowledge of fabrics, alterations, pressing, and the construction of simple garments. 3.0 CEU	
Sewing, Intermediate HEC 3104	30 Hrs.
A continuation of Sewing, Beginning. It is designed toward the reinforcement of previously developed learnings and the acquisition of sewing skills necessary in the construction of garments. Areas covered will include principles of design, zipper insertion, alterations and placement of pattern, linings and interfacings, and bound buttonholes. 3.0 CEU	
Sewing, Knits HEC 3114	30 Hrs.
A course designed as a lecture/demonstration class with an opportunity provided the students to apply and practice what they learn. It will emphasize the quick sewing of knits and the proper stitching of fabric. Instruction in this course will include laying of material and placement of pattern, explanation of pattern coding and directions, use of graph paper and tracing, cutting of material, and the construction of quick-made knit garments. A student of this course should have some basic knowledge of home sewing. 3.0 CEU	
Tole Painting ART 2003	30 Hrs.
This course is designed to develop skills in preparing painting surfaces, mixing colors, applying base colors, transferring and drawing designs, basic brush strokes, adding highlights, painting the design, glazing, and antiquing. Decorative painting is usually applied to tinware or wood. Individual creativity is encouraged. 3.0 CEU	
Watercolor ART 2018	30 Hrs.
A continuation of drawing and oil painting. Emphasis is placed on color and composition (realistic, abstract, and nonobjective). Techniques and principles unique to watercolor painting will be emphasized. A comparison of painting with oils will be made with watercolors. Individual expression will be encouraged. 3.0 CEU	
Weaving TEX 3015	30 Hrs.
This course is designed to teach students to create and design hand-crafted items using table looms. All loom hardware, yarns, sizes of yarns, and patterns will be studied. This course is structured to encourage individual work and expression. 3.0 CEU	

Occupational Extension Education

Occupational education extension courses are designed to serve adults who are employed or are seeking employment at the skilled, technical, and paraprofessional levels. Persons in professional occupations may also profit from such instruction by learning of new developments in their field.

Any adult 18 years of age or older and no longer in high school who can profit from instruction may enroll. Persons who are employed normally attend training during their nonworking hours to increase their skills and understanding, to improve their competency, and qualify for advancement.

Agriculture

Robeson Technical Institute offers courses in agricultural and biological areas to prepare students, including employed adults who need training or retraining for employment in agriculture or agricultural-related occupations. Most of the courses are vocational in nature and mainly designed for farmers, part-time farmers, and rural homeowners interested in acquiring skills in such courses as:

Agricultural Mechanics
Basic Bricklaying
Basic Welding
Boat Construction
Electric Motor Repair
Farm Mechanics

Farmstead Wiring
Landscaping
Ornamental Horticulture
Residential Wiring

Health Occupations

Robeson Technical Institute offers Health Education courses that are designed to provide instruction for anyone interested in the improvement of health services to upgrade themselves in their professions or for persons desiring to enter a profession in one of the health occupation fields.

Nurse Aide
Emergency Medical Technician
Nurse Aide Refresher
Practical Nurse Refresher
Registered Nurse Refresher
Nurse Assistant

Cardiopulmonary Resuscitation
Mental Health
Patient Attendant
Prenatal Care
First Aid and Personal Safety

Emergency Medical Technician

In cooperation with the North Carolina Department of Human Resources, Office of Emergency Medical Services, Robeson Technical Institute offers ambulance training to meet minimum standards as established by OEMS. The North Carolina Emergency Medical Services Act of 1973 ratified by the General Assembly in April 1973, issued a mandate that each ambulance attendant, as of January 1, 1976, shall show evidence of completion of an 81-hour basic course in Emergency Medical Technician.

The EMT program should be of particular interest to public and private ambulance attendants, rescue squads, firemen, law enforcement officers, and the general public. Areas of study are:

- The EMT — His Role and Responsibilities
- Airway Obstruction and Pulmonary Arrest
- Mechanical Aids to Breathing and Pulmonary Resuscitation
- Cardiac Arrest
- Bleeding, Shock, Airway Care, Pulmonary Resuscitation, and Cardiopulmonary Resuscitation
- Wounds
- Fractures of the Lower and Upper Extremities
- Injuries to the Face, Head, Neck, and Spine
- Injuries to the Eye, Chest, Abdomen, Pelvis, and Genitalia
- Childbirth and Problems of Child Patients
- Lifting and Moving Patients
- Environmental Emergencies
- Operations — Driving, and Maintaining an Emergency Vehicle

Civil Preparedness

In cooperation with the Office of Civil Preparedness, Division of Military and Veteran Affairs, Robeson Technical Institute offers courses in civil preparedness for local emergency agencies, e.g., fire departments, police departments, hospitals, rescue squads, as well as the general public.

These courses are designed to prepare these agencies and the general public for emergencies of manmade or material origin, e.g., floods, tornadoes, hurricanes, snowstorms, and nuclear explosion. Preparedness courses are listed below:

	Hours
Community Emergency Preparedness	16
Medical Self-Help	16
Radiological Monitoring Training (Ramont)	16
Radiological Monitoring Training (Ramont Refresher)	3
Shelter Management Exercise	24
Shelter Management Training	8

Fire Service Training

Robeson Technical Institute offers fire service training to both volunteer and career firemen. This training, taken directly to the local fire departments, allows the men to be trained as an organized group utilizing equipment ordinarily used in controlling fire.

Instruction offered by the Fire Service Training program covers nearly every phase of firemanship. Courses are designed not only to develop necessary skills, but also to develop the fireman's initiative and judgement, safe habits, and correct techniques for using tools and equipment, and to give a variety of fire situation experiences. Materials and texts used are those approved by the International Fire Service Training Association. Fire Service Training includes the units of firefighting listed below. The order in which the units are studied is left to the discretion of each fire department.

Minimum Hours

Introduction to Firefighting	42
Forcible Entry	9
Rope Practices	6
Portable Fire Extinguishers	9
Ladder Practices	9
Hose Practices	12
Salvage and Overhaul Practices	9
Fire Stream Practices	12
Fire Apparatus Practices	12
Ventilation	9
Rescue Practices	12
Protective Breathing Equipment	9
Firefighting Procedures	12

In addition to the standard units of training, the following specialized courses are offered:

Teacher Education	Compressed Gas Emergencies
Arson Detection	Hospital Fire Safety
Fire Brigade Training for Industry	Officer Training
First Aid for Firemen	School Bus Evacuation and Fire Safety
Home Fire Safety	Underwater Rescue
Civil Disorder	Area Fire School
Emergency Medical Technician	Hazardous Materials Emergencies
Bombing and Bomb Threats	Radio Communication
Care of Burns	

Law Enforcement Training

Robeson Technical Institute offers many courses in Law Enforcement Training. The goal is to promote and provide adequate training and education courses in legal and technological fields that will keep law enforcement officers abreast of advancements in law enforcement techniques. Introduction to Police Science embraces a total of 15 divisions with a minimum of 160 hours of instruction. Major divisions are:

- History and Constitutional Law
- Introduction to Criminal Law
- First Aid
- Laws of Arrest
- Laws of Search and Seizure
- Laws and Rules of Evidence
- General Criminal Investigation
- Motor Vehicle Accident Reporting
- Motor Vehicle Laws
- Liquor Laws
- Recognition and Identification of Drugs-Drug Abuse
- Fundamentals of Supervision
- Laws Related to Riot and Civil Disorder
- Court Structure and Procedures
- Report Writing
- Juveniles
- Defensive Tactics
- Patrol Operations
- Public Relations

In addition to these courses, Robeson Technical Institute offers the following special law enforcement courses designed for those now engaged in law enforcement activities:

- Fingerprinting
- Criminal Investigation
- Narcotics Seminar
- Rules of Civil Procedure
- Breathalyzer School
- Firearms School
- Bomb Threat and Disposal Training
- Jail Administration School
- Radar School
- Supervision for Law Enforcement Officers
- Riot Control and Civil Disturbances
- Emergency Medical Technician

Training for New and Expanding Industries

One of the basic objectives of Robeson Technical Institute is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

This program includes the following services:

1. Consultation in determining job descriptions; defining areas of training; and in developing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.
3. Payment of instructors' wages for the duration of the training program.
4. Provision of suitable space for a temporary training facility prior to the completion of the new plant, should such temporary space be required. This may be space with Robeson Technical Institute or leased space in the community.
5. Assumption of installation cost of equipment in the temporary training facility.
6. Payment of one-half the cost of nonsalvageable materials expended in the training program.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

For further details of this service, please contact the President, Robeson Technical Institute, or the Director, Industrial Services Division, North Carolina Department of Community Colleges, Raleigh, North Carolina.

Occupational Course Descriptions

Appliance Repair, Small and Major APP 3401	70 Hrs.
Training in small and major appliance service and repair, including basic electricity as it applies to small and major appliance controls and operation, with shop work on toasters, fans, vacuum cleaners, electric irons, mixers, blenders, etc. 7.0 CEU	
Auto Body and Fender Repair AUT 3001	91 Hrs.
A course to give the student some experience in minor repairs of dents, and straightening or replacing fenders on cars and trucks. Emphasis will be placed on sanding, taping, painting and finishing of parts repaired. 9.1 CEU	
Auto Engine Tune-up AUT 3008	70 Hrs.
A study of engine performance with emphasis on diagnostic methods of testing plugs, points, condensers, electrical systems, and carburetors. Modern testing equipment will be used to diagnose trouble with practical problems in troubleshooting. 7.0 CEU	
Boat Construction CAR 3001	70 Hrs.
A course designed to teach the student how to construct and build a one-man or two-man plywood fishing boat. Topics covered in practical application will include laying out, cutting, fitting, flueing, and nailing the necessary parts together. Finishing the boat with sanding, varnishing and painting methods will also be covered. 7.0 CEU	
Blueprint Reading BPR 3001	60 Hrs.
A course presenting principles of interpreting blueprints and specifications common to the building trade. Practice in reading details for grades, foundations, floor plans, walls, doors, windows, and roofs will be included. 6.0 CEU	
Cabinet Making, Introduction WWK 3006	70 Hrs.
A course introducing skills for cabinet making. Hand and power wood-working tools will be introduced and utilized by the students. Lectures, demonstrations, and student practical applications concerning cabinet making will take place. This course is designed for the home owner. 7.0 CEU	
Carpentry, Basic APP 3001	84 Hrs.
A course covering the fundamentals of all phases of carpentry. Included in the topics to be studied are: hand tools, use of framing square, laying out, cutting joints, framing and remodeling. The student will spend a large amount of time in practical application working with hand tools. 8.4 CEU	

Carpentry (Fix-It-All Home Maintenance) CAR 3001	35 Hrs.
This course is designed to enable the student to repair broken furniture, small appliances, and correct minor plumbing problems in the home. 3.5 CEU	
Coast Guard Navigational Aids FIS 3015	30 Hrs.
A course to teach proper and safe handling of all types of small boats. Subjects included are safety afloat, seamanship aid to navigation, charts, and piloting, mariner's compass, government regulations, and rules of the water. 3.0 CEU	
Commercial and Industrial Wiring APP 3002	70 Hrs.
This course teaches the student the layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. 7.0 CEU	
Cash Register Operations DMK 3401	30 Hrs.
This class is to assist students who are seeking positions in sales and need to understand the correct procedures for operating a cash register. Also a segment of this class will be devoted to forming a better understanding of retail sales and customer relations. 3.0 CEU	
Drafting, Introduction DFT 3001	84 Hrs.
An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, single-stroke lettering, applied geometry and freehand sketching consisting of orthographic and pictorial drawings. 8.4 CEU	
Electric Devices ELN 3006	70 Hrs.
A course covering winding of starters, turning of commutators, replacing of bearings, replacing and repair of switches, wiring of motors, replacing of brushes, replacing safety switches, commutator testing, check for shorts and grounds and balancing rotors and armatures. 7.0 CEU	
Electric Motor Repair ELN 3006	70 Hrs.
A course covering winding of starters, turning of commutators, replacing of bearings, replacing and repairing of switches, wiring of motors, replacing of brushes, replacing safety switches, commutator testing, checking for shorts and grounds, and balancing rotors and armatures. 7.0 CEU	

Engine Rebuilding (Gasoline) AUT 3002	91 Hrs.
A course stressing the construction and operation of components of internal combustion engines, testing of engine performance, servicing and maintenance of pistons, valves, cams, camshafts, oil pumps, fueling, lubrication, exhaust and electrical systems. The student will practice testing for problems before the engines are serviced to enable him to diagnose problems before overhaul. 9.1 CEU	
Farriering AGR 3402	70 Hrs.
A course designed to familiarize horseowners with the basic art of farriery to include: the anatomy of the foot, handling the feet, trimming the hoof, the shoe, and nailing the shoe. 7.0 CEU	
First Aid, Multimedia HEA 3001	18 Hrs.
A course taught by an American Red Cross approved instructor and open to anyone interested in learning how to care for the injured. Among the topics covered are: bandage application, use of tourniquets and temporary splints, care of eye and burn injuries, safe usage and storage of medicines and artificial respiration. 1.8 CEU	
Front End Alignment and Wheel Balancing AUT 3007	60 Hrs.
The theory and practice of front end alignment and balancing techniques of wheels and tires, stressing the importance of a completely balanced system as related to efficient and economical operation of the automobile. 6.0 CEU	
Furniture Refinishing WWK 3005	70 Hrs.
Furniture refinishing is a basic course dealing with the skills of repairing and refinishing furniture. Students will be taught how to remove damaged finishes and apply a variety of new finishes. 7.0 CEU	
Gas and Oil Burner Servicing AHR 3004	70 Hrs.
Instruction for servicemen, steam fitters, sheet metal men and others in the construction and operation of various types of heating equipment, such as high pressure oil burners, installation of conversion burners, servicing of nozzles, electrodes and pumps, and basic controls and circuits. 7.0 CEU	
Ground School for Pilots AER 3002	51 Hrs.
A course including all necessary flight preparatory information, including flight theory, aircraft performance, air traffic rules, radio navigation, flight planning, weather interpretation, and radio communication procedures. Upon completion of the course, students should be prepared to complete successfully the F.A.A. Private Pilot written examination which will be offered. 5.1 CEU	

Home Gardening AGR 3301	45 Hrs.
A practical course for the homeowner who wishes to have a vegetable garden, small or large. The course will deal with soil preparation, layout of the garden, planting, fertilization, weed and pest control, and harvesting. Some of the vegetable crops dealt with are asparagus, greens (spinach, collards, mustard), salad crops (lettuce, celery), root crops (turnips, potatoes, radishes, beets, carrots). Other crops are beans, peas, tomatoes, and peppers. 4.5 CEU	
Human Relations MDP 3019	20 Hrs.
Presenting the fundamental principles of good supervisor-employee relations and concrete elements which simplify and clarify the complicated subject of human reactions. Material presented has been drawn from the work experiences of successful supervisors who have recognized and practiced the principles of good human relations. 2.0 CEU	
Landscaping AGR 3303	60 Hrs.
A course to help the student understand the importance of basic planning in developing the landscape, lawn and shrubbery arrangement. Instruction during the quarter will cover planting, fertilizing, pruning, and care of ornamental plants. 6.0 CEU	
Mechanics, Farm AGR 3101	70 Hrs.
A basic course offered in conjunction with the Vocational Agriculture Departments in the county for adult farmers and homeowners interested in the broad areas of mechanics. Among the topics covered are carpentry, welding, electricity, plumbing, gasoline engines, electric motors and farm machinery. Each student will be able to spend a certain amount of time in the area of his choice. 7.0 CEU	
National Electrical Code ELC 3001	45 Hrs.
A course based on the National Electrical Code, designed to prepare the experienced electrician for a licensing examination. The course will review the basic principles of electricity and offers a thorough study of the National Electric Code and the North Carolina regulations governing electrical work. 4.5 CEU	
Nurses Assistant NUR 3022	91 Hrs.
A course designed to enable the nurses assistant to play her part in the health team by assisting the professional nurse in giving bedside care to selected patients. The student is taught to give bedside care by lecture, demonstration, and supervised practice in the nursing laboratory. 9.1 CEU	
Nurses Assistant, Advanced NUR 3023	60 Hrs.
A course designed to give the experienced nurses assistant a basic understanding of anatomy and physiology of the human body. Emphasis will also be placed on a review of bedside care skills. 6.0 CEU	

Nutrition and Menu Planning HOS 3023	60 Hrs.
This class is designed to train students in the art and science of quantity food preparation with particular emphasis on institutional food service. The student will also study how to give their meals the gourmet touch by means of subtle flavoring, herbs, and spices. 6.0 CEU	
Outboard Motor Repair AUT 3503	60 Hrs.
A basic course dealing with the fundamentals of outboard motors. Students will be taught the basic parts of the motor, maintenance practices, and simple repairs. This class will deal only with outboard motors. 6.0 CEU	
Plumbing, Basic APP 3004	70 Hrs.
Instruction for those having no previous training in plumbing practice, nor special knowledge of the requirements, but who wish to plan, install and maintain simple plumbing systems in accordance with good practice. Included in the topics covered are closets, traps, vents, sewers, valves, faucets, pipe fittings, pipe cutting and threading, and roughing in a complete plumbing system. 7.0 CEU	
Prenatal Care NUR 3030	24 Hrs.
This course is designed to prepare expectant parents mentally and physically for labor and delivery, and to teach them about pregnancy and early child care. Material covered includes: anatomy and physiology of pregnancy and fetal development; what happens during labor and delivery; post-partum period; early baby care; breastfeeding; adjustment to parenthood; the Lamaze technique of active relaxation and breathing techniques for labor and delivery; and a film depicting the Lamaze technique and a live birth. It is suggested that the course be taken by both parents during the last three months of pregnancy, but mothers may take the course without the baby's father. 2.4 CEU	
Principles of Supervision MDP 3018	42 Hrs.
Discussion in depth of the principles of organization and management. Practical approaches to business needs of planning, directing, organizing, coordinating, and controlling are stressed. Students explore in detail the supervisor's responsibility for differentiating jobs, delegating authority, planning, decision-making, and improving his personal efficiency. 4.2 CEU	
Radio & TV Repair, Basic ELN 3004	70 Hrs.
The first course in a series of two courses to train qualified repairmen for radios, black and white televisions, and color televisions. Instruction will begin with basic electronics and proceed through resistors, capacitors, coils, tubes, and solid-state devices. 7.0 CEU	
Radio & TV Repair, Advanced ELN 3001	70 Hrs.
The second in a series of two courses for the servicing and repair of domestic radio and television receivers. Students enrolling in this course should have completed Basic Radio & TV Repair or have an adequate background in basic electronics. Students will divide their time between classroom study and laboratory work. 7.0 CEU	

Real Estate Sales DMK 3502	60 Hrs.
This course will cover sale, promotion, contracts, legal aspects, and other relevant subjects of real estate sales. It should benefit property owners and real estate personnel, and be helpful to those desiring to become licensed realtors. 6.0 CEU	
Refrigeration, Introduction to AHR 3005	70 Hrs.
A course to teach terminology, laws of refrigeration, absolute pressure and temperature, energy conversion units, specific and latent heat, refrigeration cycle, tools, and methods applicable to the refrigeration. 7.0 CEU	
Residential Wiring ELC 3002	70 Hrs.
Instruction and application in the fundamentals of blueprint reading, planning, layout and installation of wiring in residential applications, such as services, switch boards, lighting, fusing, wire sizes, branch circuits, conduits and National Electric Code regulation in actual buildings. 7.0 CEU	
Sewing Machine Mechanics TEX 3010	70 Hrs.
This course introduces the students to the various types of industrial sewing machines used in area manufacturing plants and to the service manuals, guides, tools, and equipment necessary for troubleshooting and service. A study of one, two, three, and four thread needle machines and the types of needles and yarns needed with each will be covered. Dismantling, reassembly, troubleshooting, and repairs will be a major part of the course. Timing for single and multiple needle machines will also be covered. 7.0 CEU	
Small Engine Repair AUT 3501	70 Hrs.
A course teaching preventive maintenance, troubleshooting, and repair of two- and four-cycle, one-cylinder gasoline engines, and their power train auxiliary engines used in industry and elsewhere. 7.0 CEU	
Surveying CIV 3004	60 Hrs.
A study of basic instrumentation and topography. Students will be exposed to surveying through lecture, demonstration, and practical application. Material to be covered will be profile leveling, cross sections, earthwork computations, transit stadia and transit-tape surveys. 6.0 CEU	
Upholstery TEX 3014	70 Hrs.
A course designed to help beginning students understand the basic principles of upholstering, and to give them opportunities to upholster a simple home furnishing. Automotive upholstery will be covered in this course also. 7.0 CEU	
Welding, Basic WLD 3004	70 Hrs.
A course concentrating on the use of AC and DC welding equipment. Welding heats, polarities and electrodes in joining various metals, together with practice in running various welding beads. Safety procedures are emphasized throughout the course in the use of tools and equipment. The student will also acquire practice in using the oxyacetylene torch for cutting, welding and brazing. 7.0 CEU	

